



DEPARTMENT OF

WATER WORKS

Wastewater Treatment Plant Chief Operator

Salary: \$72,770 - \$78,769

Type: Full Time

Benefits: Full Benefits

Date Posted: 06/11/2025

About Water Works

The Department of Water Works is responsible for the City water, wastewater, and utility systems, including the water and wastewater treatment facilities. The Department has three Divisions, Water, Wastewater, and Utilities, with a total of 75 professionals. The Department is responsible for: The treatment and reliable delivery of potable water to City homes and businesses. Storage of water and maintenance of a network of piping, valves and hydrant for fire protection. Collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

Profile

Under the general supervision of the assigned supervisor, the WWTP Chief Operator directs and manages the Wastewater Treatment Plant operators and the operation of the plant to ensure safety, efficiency, and compliance with regulatory discharge requirements. Performs other duties as assigned.

Education

Associate's Degree in Biology, Environmental Science, or related field is required

Experience

Eight years' experience as a Wastewater Treatment Plant Operator or equivalent training, education, and/or experience.

Requirements/Certifications

Valid Driver's License

MD Class 5A Wastewater Treatment Operators License

Ability to obtain Maryland Class 5A Wastewater Treatment Superintendents license.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: WWTP Chief Operator

Grade: M7

Department: Water Works – Wastewater Treatment Plant

FLSA Status: NE

Date: 4/1/2024

Position Profile: Under the general supervision of the assigned supervisor, directs and manages wastewater treatment plant operators and the operation of the plant to ensure safety, efficiency, and compliance with regulatory discharge requirements. Performs other duties as assigned.

Duties and Responsibilities

Administrative Management: Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner.

- Oversees the operation of the 5A wastewater treatment plant, and makes decisions on process controls to keep the plant operating at peak efficiency.
- Generates monthly reports for Maryland Department of the Environment and the EPA based on daily records and associated calculations.
- Supervises operations section employees, conducts interviews, hires and trains employees, plans, assigns, and directs the work of subordinates.
- Orders supplies, equipment, and verifies invoices for accuracy.
- Monitors quality control equipment and procedures to ensure efficiency and compliance to state and federal regulations.
- Monitors and records chemical feed rates, calibrated chemical feed pumps, and troubleshoots equipment.
- Manages the plant's safety, MSDE program, coordinates training, responds to inspections, and maintains safety files.
- Maintains and updates the treatment plant reference library.
- Maintains and updates a variety of operations section records and logs.
- Operates the plant in the absence of available personnel.
- Keeps supervisor informed of new products or technology as well as any unusual or detrimental conditions including equipment malfunctions and process problems.

Skills Proficiency/Strategic Planning: Skillful in tools, hardware, software, equipment, and policies and procedures of the Wastewater Treatment Plant.

- Working knowledge of City policies and procedures.
- Acts as a representative of the City of Salisbury to the public.

- Knowledge of division policies and procedures and City regulations and guidelines.
- Effectively plan and implement the division's short and long-range goals.
- Knowledge of wastewater distribution, collection, and treatment.
- Knowledge of State and Federal environmental rules governing wastewater management.
- Accurately prepare and maintain reports and records.
- Effectively communicate and maintain effective working relationships with other staff members and members of the public.

Leadership/Team Leader: Maintains working relationships with supervisors and department staff.

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent time management, organizational interpersonal skills.
- Provides direction, and assists in resolving problems encountered.
- Effectively motivate and guide employees.
- Collaborates with other staff members and departments.

Stewardship/Resources: Safeguards equipment, supplies, and materials.

- Manages workflow of self during shift operations to ensure effectiveness.
- Accurately prepare and maintain reports and records.
- Knowledge of purchasing guidelines and procedures.

Development/Leadership Development: Participates in opportunities to earn or maintain professional credentials and certifications.

- Keeps abreast of new processes and equipment by reading articles, directives, operations notes, and attending relevant meetings, seminars, and workshops.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- Associate's Degree in Biology, Environmental Science, or related field, and/or related experience.
- Valid Driver's License
- Eight years experience as a Wastewater Treatment Plant Operator or equivalent training, education, and/or experience.
- Maryland Class 5A Wastewater Treatment Operators license.
- Ability to obtain Maryland Class 5A Wastewater Treatment Superintendents license.

Physical Requirements

- Work requires considerable physical effort in the handling of materials up to 50 pounds and/or continual standing or walking 60%+ of the time.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.