



Job Classification:	Water/Wastewater Treatment Plant Operator OIT / I / II / III / Senior
FLSA:	Non - Exempt
Effective Date:	January 2007
Revision Date:	December 2007, November 2018

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under direct or general supervision, learns, operates and performs routine maintenance on equipment, facilities and related appurtenances as found in potable water production and/or continuously-operating wastewater treatment plants and related facilities; and performs other duties as assigned.

For Water/Wastewater Treatment Plant Operator Senior – In addition to the above, provides lead direction and prioritizes activities for assigned water and/or wastewater treatment facilities; provides training and oversight to less experienced employees; with the help of the Senior Supervisor, Plant Operations Manager, and/or Director of Operations ensures all federal, state, and local regulatory requirements are met.

Supervision Received and Exercised

Direct supervision, work instruction, technical lead direction, and training is given by a Senior Water or Wastewater Treatment Plant Operator. No direct supervision of staff is exercised by the OIT, I, II, or III Operator levels except that the Operator III level may be designated to serve as team leader for specific assignments. General Supervision is given by the Senior Supervisor, Plant Operations Manager, and/or Director of Operation for the Senior Water or Wastewater Treatment Plant Operator

Class Characteristics

Operator-in-Training (OIT)-Initially under close supervision, incumbents learn District and operational procedures for water and wastewater treatment equipment and appurtenances. As experience is gained, assignments become more varied and the work is performed more independently.

Plant Operator I As experience and certification is gained, operators may independently operate plants and appurtenances.

Plant Operator II Under minimal supervision, incumbents perform all tasks related to operation of a water or wastewater treatment plant.

Plant Operator III is the full journey level in this class series. Incumbents are fully competent to independently operate and perform routine preventive maintenance and repair in water and

wastewater treatment plants and associated equipment and facilities. Incumbents in this staff may assist with the training and oversight of less experienced staff assigned to a treatment plant.

Plant Operator Senior exists as a promotional opportunity only. An incumbent at this level is considered to have the knowledge, skills, and abilities to independently perform the full range of water and wastewater treatment operational and maintenance duties and provide guidance and oversight to assigned staff. This level will have obtained training in safety, supervision and basic management, and will perform employee evaluations and assist in the hiring decisions of employee in their respective area including participating in the interview process.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

The duties shown are done under differing levels of complexity and supervision depending upon the experience and training of the incumbent. Higher levels of the operator class are expected to completely undertake the duties listed, while lower levels may require instruction and assistance, or may singly accomplish only a portion of a listed activity.

- Inspects plant operational equipment and facilities on a regularly scheduled basis; and reads and records readings of pumps, chemical feed and other treatment and pumping equipment.
- Reviews and analyzes operational information and test results and revises equipment settings as appropriate; and notifies supervisor of unusual situations and makes inspections or corrects system problems as instructed.
- Collects samples of water at various points throughout the system and/or takes wastewater, sludge and other samples from various phases of the wastewater treatment process; performs basic chemical and physical tests on samples.
- Perform sampling duties of the District's Distribution and Collections system per regulatory requirements and when needed during projects spills and/or special circumstances.
- Deliver other samples for delivery to certified laboratories for testing; may deliver samples to a specified location.
- Perform daily and weekly tank checks and take corrective actions as required.
- Operates and performs preventive maintenance on a variety of treatment plant equipment, such as pumps, chlorinators, filters, chemical valves, sludge lagoon, bar screens, agitators and electric motors.
- Operates valves, pumps and automated controls to regulate the flow of water and/or wastewater through the system; and maintains appropriate reservoir levels and/or operates valves to dispose of wastewater effluent.
- Removes screenings and grit; and cleans clarifiers and primary, secondary and other wastewater equipment and facilities.
- Maintains facilities, grounds and equipment in a clean and orderly condition; and performs routine maintenance on equipment and piping systems.

- Monitors equipment operation; determines when maintenance by others may be needed; notifies supervisor or other responsible parties to schedule.
- Assists in placing orders for chemicals, supplies, and equipment.
- Performs basic adjustments and troubleshooting for electrical motors and controls.
- Changes recording charts; ensures that chemical feeders have a constant supply of chlorine and other treatment chemicals.
- Maintains accurate records of gauge, chart, graph and meter readings, chemical test results and work performed.
- Observes appropriate safety procedures, including those related to the safe handling of chlorine and other treatment chemicals.
- Investigates and resolves water quality and pressure issues.
- Responsible to respond to SCADA calls from assigned plants, including after regularly scheduled hours.
- Assist Management staff with regulatory inspections as needed on District treatment, distribution, and collections facilities.
- Uses good judgment in evaluating information from gauges, charts, meters, and test results; informs others of trends and/or significant changes; offers corrective recommendations.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

For Water/Wastewater Treatment Plant Operator Senior only:

- Assists with preparation of monthly, quarterly, and annual reports including the Consumer Confidence Report.
- Monitors and assigns work orders.
- Assists in annual budget preparation and tracking of monthly expenditures.
- Assists in the development and implementation of a preventative maintenance program as well as Standard Operating Procedures
- Ensures that the water and/or wastewater treatment plant(s) are operating effectively and that regulatory/permit requirements including updated and new, are being met.
- Assists in setting up small operation and maintenance construction projects.
- Provides technical support to the Engineering Department for projects and master plans for specific treatment plants.
- Assists in the development of specifications and Operation Manual updates when needed.
- Orders equipment as required.
- Trains and guides lower level employees in procedures and safety, including conducting and scheduling of safety meetings and trainings.

Qualifications: Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- Principles, practices, tools, equipment and supplies required for the operation, cleaning and preventive maintenance of activated sludge wastewater treatment and disposal facilities and equipment.
- Principles, practices, tools, equipment and supplies required for the operation, cleaning and preventive maintenance of water production, treatment facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, pumps, motors and related appurtenances.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals.
- Applicable laws, codes and regulations.
- Computer applications related to the work, including Microsoft Office Suite programs for word processing and spreadsheets.
- Basic mechanical, electrical and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps and circuitry.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
- Arithmetic and basic mathematical calculations, including percentages and decimals.
- Basic chemical and physical tests as related to water and wastewater.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.
- *For Water/Wastewater Treatment Plant Operator Senior* - Principles of personnel management including supervision, work planning, training, employee development and annual performance evaluations.

Ability to:

- Operate, maintain and repair a variety of water production, treatment and distribution facilities and equipment
- Operate, maintain and repair a variety of wastewater collection and treatment facilities and equipment.
- Recognize and correct or report unusual, inefficient or dangerous operating conditions.
- Use and maintain the tools and equipment of the work skillfully and safely. Handle hazardous chemicals in a safe manner.
- Collect and enter data accurately and creating spreadsheets as directed or required.
- Maintain accurate records of work performed.
- Use, properly maintain, and ensure the security of District-owned equipment that may be provided to assist in the performance of assigned duties.

- Adapt to changing technologies and learn functionality of new equipment and systems
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, e-mail, and internet.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.

For Water/Wastewater Treatment Plant Operator Senior only:

- Interpret and apply laws, regulations, and procedures.
- Serve as a crew leader through the training and instruction of others in work procedures.

Education and Experience – *Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Plant Operator-in-Training: Equivalent to graduation from high school.

Plant Operator I: Minimum of one (1) year of experience in operating and/or maintaining pumps, motors, mechanical systems or related equipment equivalent to that of a Plant Operator-in-Training.

Plant Operator II: Three (3) years of experience total in operating and performing routine maintenance to facilities and/or equipment in a wastewater treatment plant, and water production and treatment including two (2) full years of experience equivalent to that of a Plant Operator I.

Plant Operator III: Six (6) years of experience total in operating and performing routine maintenance to facilities and/or equipment in a wastewater treatment plant and water production and treatment including three (3) full years of experience equivalent to that of a Plant Operator II.

Plant Operator Senior: Nine (9) years of experience total in operating and performing routine maintenance to facilities and/or equipment in a wastewater treatment plant and water production and treatment including three (3) full years of experience equivalent to that of a Plant Operator III.

Licenses and Certifications

All Levels require a valid California Driver's License issued by the California Department of Motor Vehicles.

Plant Operator-in-Training: Must obtain California Wastewater Treatment Plant Grade 1 certification within the first full year of employment with the District. A California Water Treatment Grade I certification is desirable.

Plant Operator I: Must possess a California Grade I Wastewater Treatment Plant Operator certification. Incumbents must obtain a California Grade I Water Treatment certification while in grade. Incumbents may also be required to obtain a forklift and/or backhoe certification depending on location.

Plant Operator II:

For incumbents assigned to Water Treatment, they must possess a California Grade 2 Water Treatment Plant Operator certification and a California Grade I Distribution certification in addition to their Grade I Wastewater Treatment Plant Operator certification. Incumbents may also be required to obtain a forklift and/or backhoe certification depending on location.

For incumbents assigned to Wastewater Treatment, they must possess a California Grade 2 Wastewater Treatment Plant Operator certificate and a California Grade 1 Water Treatment Plant Operator certification. Incumbents must obtain a California Grade I Distribution certification while in grade. Incumbents may also be required to obtain a forklift and/or backhoe certification depending on location.

Plant Operator III:

For incumbents assigned to Water Treatment, they must possess a California Grade 3 Water Treatment Plant Operator certification and a California Grade 2 Distribution certification. Incumbents may obtain a California Grade 2 Wastewater Treatment Plant Operator certification while in grade. Incumbents may also be required to obtain a forklift and/or backhoe certification depending on location.

For incumbents assigned to Wastewater Treatment, they must possess a California Grade 3 Wastewater Treatment Plant Operator certificate and a California Grade I Distribution certification. Incumbents may obtain a California Grade 2 Water Treatment Plant Operator certification while in grade. Incumbents may also be required to obtain a forklift and/or backhoe certification depending on location.

Plant Operator Senior:

For incumbents assigned to Water Treatment, they must possess a California Grade 4 Water Treatment Plant Operator certification, a California Grade 2 Wastewater Treatment Plant Operator certificate, and a California Grade 3 Distribution certification.

Incumbents may also be required to obtain a forklift and/or backhoe certification depending on location.

For incumbents assigned to Wastewater Treatment, they must possess a California Grade 4 Wastewater Treatment Plant Operator certificate, a California Grade 2 Water Treatment Plant Operator certificate and a California Grade 2 Distribution certification. Incumbents may also be required to obtain a forklift and/or backhoe certification depending on location.

Physical Requirements

While performing the duties of this job, the employee is regularly required to walk long distances, stand, sit; exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing, lifting/carrying, bending, and performing other similar actions during the course of the workday. Incumbents require sufficient mobility to work in a field setting with exposure to a variety of weather conditions, slippery and uneven surfaces. While performing the job duties the incumbent is required to operate hand tools and equipment and transport materials and supplies weighing up to 95 pounds; use fine and gross motor coordination in using numerous maintenance, power, and hand tools, and equipment and machinery; reach with hands and arms; travel regularly by vehicle for District related duties; use standard office equipment such as computers, copiers, and FAX machines; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessary via District vehicle for District related duties and activities.

Additional Requirements:

- 18 years of age.
- Eligible to work in the United States.
- Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.
- May be required to monitor treatment plant operation at home using District provided equipment.