

WASTEWATER TREATMENT OPERATOR I/II/III

DEFINITION

Under immediate (Wastewater Treatment Operator I) to general (Wastewater Treatment Operator II) supervision, to direction (Wastewater Treatment Operator III) operates, monitors, and maintains a variety of mechanical equipment and systems which regulate the flow and treatment of wastewater for the District's treatment facilities; performs routine maintenance on treatment plant equipment and grounds; assists in ensuring compliance with applicable regulations for the maintenance and operation of a wastewater treatment facility; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Wastewater Treatment Operator I) to general (Wastewater Treatment Operator II) supervision, to direction (Wastewater Treatment Operator III) from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Wastewater Treatment Operator I: This is the entry-level classification in the Wastewater Treatment Operator series. Initially under close supervision, incumbents learn and perform routine maintenance, repair, monitoring, and servicing of the District's wastewater treatment facilities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and typically exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Wastewater Treatment Operator II: This is the fully qualified journey-level classification in the Wastewater Treatment Operator series. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Wastewater Treatment Operator III level in that the latter performs the more complex work assigned to the series, such as independently taking actions necessary for the operation and maintenance of an assigned plant consistent with mandated certifications required to perform such duties.

Wastewater Treatment Operator III: This is the advanced-level classification in the Wastewater Treatment Operator series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to perform assigned duties including taking actions necessary to operate an assigned treatment plant consistent with the mandated certifications required to do so. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is

distinguished from the Wastewater Superintendent in that the latter is the full supervisory-level class that exercises independent judgment, oversees day-to-day operations and has accountability and ongoing decision-making responsibilities associated with the work.

Positions in the Wastewater Treatment Operator I-II-III class series are flexibly staffed; positions at the II-level and III-level are normally filled by advancement from the I-level and II-level, respectively. Progression to the II-level and III-level is dependent on satisfactory work performance, the incumbent meeting the minimum qualifications for the classification including any licenses and certifications, and management approval for progression to the II-level and III-level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

Positions at the Wastewater Treatment Operator I level may perform some of these duties and responsibilities in a learning capacity.

- Inspects treatment plant equipment to ensure its proper functioning, minimize interruptions in the treatment process, and to alleviate costly repairs; reads and monitors meters, gauges, and other control and measuring devices to ensure proper flow and treatment at the District's treatment facilities.
- Starts, stops, and regulates electric motors, centrifugal and positive displacement pumps, bar screens, grinders, grit collectors, air compressors, engines, chlorinators, chemical feed pumps, dewatering equipment, disinfection equipment, and related equipment by hand or through automatic controls.
- Maintains a shift log of unit operations to include records of meter and gauge readings and reports relative to mechanical repairs and plant operations; enters information into data system.
- Performs routine maintenance of treatment plant equipment, including lubricating equipment and changing belts; performs light construction work; maintains and repairs pipes; assists with collection system construction activities including sewer line breaks.
- Collects samples of wastewater, sludge, recycled water, and receiving waters.
- Determines the amount of chemicals needed; adds chemicals and other substances to the treatment process.
- Performs minor building maintenance, grounds maintenance, cleaning, and custodial duties.
- Assists in ensuring treatment facility operations comply with NPDES and other applicable regulatory requirements.
- Assists in maintenance and repair of lake aeration lines; pulls lines and ensures repair and maintenance meet District standards.
- Initiates and submits work orders.
- Receives and records supplies, including equipment, tools, and treatment chemicals; ensures proper storage and handling of all supplies and equipment.
- Reads, understands, and ensures compliance with the District's Safety Manual; reports all accidents, violations, or infractions to supervisor; attends and participates in a variety of training programs, including safety trainings and meetings.
- Operates a variety of hand tools, power tools, and equipment, including a front loader, pressure washer, yard goat operator, and forklift.
- Monitors facility buildings and grounds for safety and security.
- Operates vehicle to travel to various District facilities.

- Performs related duties as assigned.

Wastewater Treatment Operator II (in addition to the above duties):

- May perform laboratory tests, interpret results, and notify supervisor of results.
- May make process changes as directed.
- Participates in rotational standby/call-out duty for emergency response on weekends and holidays.

Wastewater Treatment Operator III (in addition to the above duties for the I and II levels):

- Evaluate treatment operations and makes process changes as needed.
- Maintains a log of unit operations to include records of meter and gauge readings and reports relative to mechanical repairs and plant operations; enters data for state and federal discharge monitoring reports; types correspondence, reports, texts and other written material.
- Performs a variety of laboratory tests, including chlorine residual, pH, turbidity, ammonia, nitrate, phosphate, and related chemical tests; interprets results and notifies supervisor of results
- Conducts safety audits for assigned facility; reports all accidents, violations, or infractions to supervisor.

QUALIFICATIONS

Positions at the Wastewater Treatment Operator I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles, methods and techniques for operating pumps, valves, electric motors, and electronic, computerized, and manual control systems.
- Basic methods and techniques of reading and interpreting gauges, recording devices, and related systems.
- Emergency maintenance and repair procedures related to wastewater treatment facilities.
- Basic laboratory methods including sampling techniques.
- Relevant federal, state, and local laws and regulations in assigned areas of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate and maintain a variety of wastewater treatment plant equipment and facilities.
- Monitor and maintain plant processes.
- Read and interpret gauges and recording devices monitoring plant operations.
- Operate assigned equipment and tools in a safe and effective manner.
- Perform light construction and routine maintenance.
- Maintain records and files.
- Independently organize work, set priorities, meet critical deadlines and follow-up on

assignments.

- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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:

Education:

Operator I

Equivalent to completion of the twelfth (12th) grade.

Operator II

Equivalent to completion of the twelfth (12th) grade, supplemented by coursework or training in wastewater treatment, biology, chemistry, math, or related field; and

Operator III

Equivalent to completion of the twelfth (12th) grade, supplemented by coursework or training in wastewater treatment, biology, chemistry, math, or related field; and

Experience:

Operator I

- One (1) year of wastewater or water systems' general maintenance experience.

Operator II

- Two (2) years of wastewater or water systems maintenance experience, including one year in the operation and maintenance of a wastewater treatment facility.

Operator III

- Three (3) years of progressively responsible experience performing plant and equipment operations duties in a wastewater treatment plant.

Licenses and Certifications:

Operator I/II/III

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

Operator I

- Operator-in-Training certification issued by the California State Water Resources Control Board to be completed within 30 days of appointment.

- Possession of, or ability to obtain within twelve (12) months from appointment, Wastewater Treatment Operator I certification issued by the California State Water Resources Control Board.

Operator II

- Possession of a Wastewater Treatment Operator II certification issued by the California State Water Resources Control Board.

Operator III

- Possession of a Wastewater Treatment Operator III certification issued by the California State Water Resources Control Board.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Wastewater treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents may be required to work evenings, nights, and weekends.

PHYSICAL

- Level Three
- Pulmonary

Incumbents require sufficient mobility to work in a wastewater treatment plant and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.