

**WATER TREATMENT PLANT OPERATOR
TRAINEE/II/III/IV**

I. Position Identification:

A) Title: Water Treatment Plant Operator Trainee/II/III/IV

B) Bargaining Unit: Public Employees Union, Local #1

C) Customary Work Hours: Rotating Shifts

D) Customary Work Days: Rotating Shifts

E) Reports To: Water Treatment Plant Chief Operator

F) Directs The Work Of: None

G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skills outlined below is qualifying. A typical way of gaining the skills is:

Water Treatment Plant Operator Trainee: Completion of formal or informal education sufficient to read and write at a level required for successful job performance.

Water Treatment Plant Operator II: Completion of formal or informal education sufficient to ensure the ability to read and write at a level required for successful job performance; and one (1) year of recent, full-time increasingly responsible work experience in a water related field performing the duties outlined below.

Water Treatment Plant Operator III/IV: Completion of formal or informal education sufficient to ensure the ability to read and write at a level required for successful job performance; and two (2) years of recent, full-time increasingly responsible work experience at a water treatment plant performing the duties outlined below.

H) Licenses and/or Certifications Required:

Possession of a valid California driver license. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Water Treatment Plant Operator Trainee: Possession of a valid California Grade I or higher Water Treatment Plant Operator and Grade I Distribution System Operator

Certificates within one (1) year from date of appointment. Within two (2) years of appointment, a California Grade II or higher Water Treatment Plant Operator Certificate must be obtained.

Water Treatment Plant Operator II: Possession of a valid California Grade II or higher Water Treatment Plant Operator Certificate. Within two (2) years of appointment, a Grade III Water Treatment Plant Operator Certificate and Grade I Distribution System Operator Certificate must be obtained.

Water Treatment Plant Operator III: Possession of a valid California Grade III or higher Water Treatment Plant Operator Certificate and Grade 1 Distribution System Operator Certificate within two (2) years of appointment, a Grade II Distribution System Operator Certificate must be obtained.

Water Treatment Plant Operator IV: Possession of a valid California Grade IV Water Treatment Plant Operator Certificate and Grade II Distribution System Operator Certificate.

It is the incumbents' responsibility to maintain valid California Water Treatment Plant and Distribution System Operator Certifications at the required levels.

II. FLSA Status: Non Exempt

III. Position Summary:

Under general supervision, performs daily operation of the Water Treatment Facility, routine preventative maintenance such as lubrication, operating adjustments, cleaning and minor corrective maintenance on plant equipment, and performs other related work as required. Operators do not have supervisory responsibilities. An Operator IV provides lead direction to other workers, but has no supervisory responsibilities.

Water Treatment Plant Operator Trainee/II:

This is the entrance level for the Water Treatment Plant Operator series. Incumbents work initially under immediate supervision and receive detailed instructions and training on assignments. Incumbents generally work within an established framework of set procedures in performing assigned tasks. Work is reviewed frequently and assessed for results achieved.

Water Treatment Plant Operator III:

Incumbents work within an established framework of set procedures in performing assigned tasks and are expected to perform a variety of journey-level maintenance, repair, and water operation tasks with general supervision and minimum instruction. Work is normally reviewed only on completion and for overall results.

Water Treatment Plant Operator IV:

The classification of Operator IV represents the highest level of the series. Incumbents in this class are expected to perform their assigned tasks with limited supervision, assigned technically advanced duties and may be assigned responsibility for field direction of assigned crews. Incumbents are expected to know the work functions, act independently, and advise supervisors of needed work and approximate time and materials needed to complete the work. Incumbents are expected to have proven skills in the operation of all assigned equipment.

IV. Essential Functions:

Incumbents may be assigned to varying work schedules, weekend work, and be called back to work as needed by the City.

1. Operates and adjusts controls on water treatment plant equipment and machinery such as valves, pumps, chlorinators, chemical feeders, motors, filters and other plant equipment.
2. Assists with or performs standard laboratory tests.
3. Lubricates and makes minor repairs to pumps.
4. Provides minor assistance to mechanics in major repair work.
5. Pinning and minor maintenance of membrane fibers, modules, and associated equipment.
6. Operates and maintains activities associated with water treatment chemicals, including chlorine, lime, PAC, alum, polymer, and fluoride.
7. Cleans out settling basins by use of a 1 1/2" fire hose.
8. Distribution system operation and repairs.
9. Regulates flow and pressure in accordance with established procedures.
10. Controls pressure throughout the distribution system.
11. Monitors, controls, inspect and performs minor maintenance at storage tanks and pump stations located throughout the distribution system.
12. Responsible for daily plant operations.
13. Inspects and performs minor maintenance at pump stations, records kWh readings, and pump hour readings.
14. Controls dosage of treatment chemicals.
15. Uses and is exposed to chlorine and other chemicals in the treatment process.
16. Maintains operating logs.
17. Performs basic plant and grounds housekeeping, such as sweeping, cleaning, minor

sanding and painting, and weed control..

18. Guides groups of visitors through the plant.
19. Demonstrates the ability and willingness to work in a team environment in the course of daily activities.
20. Responsible for carrying out the mission of the City and the department and adherence to the City's and departmental organizational values.
21. Utilizes the City's Computerized Maintenance Management System (CMMS) to input minor repairs made to equipment.
22. Monitors all treatment plant processes and distribution system operations through the treatment plant SCADA system and makes appropriate adjustments.

Water Treatment Operator III – additional duties to those listed above:

1. May provide on-the-job orientation and training to new employees.

Water Treatment Operator IV – additional duties to those listed above:

1. Provides lead direction to other workers.
2. Reviews work to verify compliance to standards and regulations.
3. Collects field engineering data.

V. Job Related and Essential Qualifications:

NOTE: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

Water Treatment Operator Trainee/II/III:

A. Knowledge of:

- Operation and minor maintenance requirements of mechanical equipment such as pumps, valves, electric motors, electric motor variable speed control panels, gear reduction drives, chain driven equipment, micro-processor controllers and other related equipment.
- Basic chemical tests for water.
- Principles of water treatment plants and distribution system operation and maintenance.
- Basic safety techniques and potential hazards associated with water treatment and distribution system operation.
- Basic science coursework.
- Basic math and its applications.

- Pertinent Federal, State and local law, codes and regulations.
- SCADA, computers and software for use in process control.

B. Skills at:

- Interpreting and complying with provisions of applicable codes, ordinances and regulations enforceable by the City, especially those pertaining to water treatment standards and practices, interpreting lab data for process control and distribution system operation.
- Inspecting assigned areas for a wide variety of maintenance, repair and risk management issues.
- Applying laws, regulations, codes and departmental policies governing the treatment of water and distribution system operation.
- Recognizing, prioritizing and accomplishing needed tasks.
- Use of computers and computer application software including CMMS.

C. Ability to:

- Perform all work in activities in a safe manner and to recognize unsafe conditions including confined spaces.
- Learn and perform the operational tasks and processes of a water treatment plant and related facilities.
- Learn to operate equipment used in water treatment plants and related facilities.
- Interpret laboratory data and determine appropriate process changes.
- Work in confined spaces and use a respirator and SCBA.
- Perform minor maintenance work on equipment used in water treatment plants.
- Read and interpret gauges and recording devices used in water treatment plant operations.
- Understand and follow oral and written instructions
- Work independently in the absence of supervision.
- Communicate clearly, concisely and effectively, both orally and in writing; demonstrate aptitude in practical mathematics.
- Promote a customer service focus in forging cooperative public relations.
- Identify with department and City goals and objectives and understand City priorities and needs.
- Establish and maintain cooperative working relationships with co-workers and the general public.
- Choose among a limited number of alternatives in solving routine problems.

- Recognize, prioritize and accomplish needed tasks.
- Perform general housekeeping.

Water Treatment Operator IV – additional qualifications:

C. Ability to:

- Provide work direction and training to subordinate staff.
- Evaluate problems and recommend alternative solutions.
- Coordinate work of others.
- Demonstrate continuing effectiveness in maintaining the knowledge and skills required of this position.
- Promote a customer service focus in forging public relations.

VI. Physical Demands/Qualifications:

1. Working conditions in the plant are clean, well lit, and free from extremes of temperature and humidity.
2. Working conditions in outside areas are subject to variations in temperature, and may include wind, rain and other elements.
3. Requires ability to work safely outdoors in all weather.
4. Stand, climb and walk for extended periods.
5. Work in confined spaces.
6. Work on slippery and uneven surfaces.
7. Manual dexterity sufficient to grasp, hold objects and tools with full range of motion in wrists and arms.
8. Hearing sufficient to understand conversations, both in person and on the telephone.
9. Performing heavy physical labor including lifting of objects above 50 pounds with assistance.
10. Ability to drive a motor vehicle.
11. Includes exposure to chemicals, electric shock, drowning, heights, confined spaces, weather exposure, trip/fall hazards, power tools and wild animals.
12. Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

VII. Non-Physical Demands/Qualifications:

Must be able to:

1. Demonstrate a high level of integrity.

2. Operate under deadlines.
3. Communicate information clearly and effectively both verbal and written.
4. Be organized and capable of managing projects to schedule.
5. Possess a valid California driver's license.

VIII. Environmental Conditions:

1. Working conditions in the field are subject to variations in temperatures, humidity and can include high wind, rain, dust and other contaminants.

IX. Other duties and requirements:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.