



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Potable Water Treatment Operator I
------------------	------------------------------------

GENERAL PURPOSE

Under immediate supervision, performs a variety of routine to skilled duties in the operation and maintenance of the District's water treatment facilities; performs repairs and adjustments to plant equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Potable Water Treatment Operator series. Initially under close supervision, incumbents learn and perform operation duties in water 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 Potable Water Treatment Plant Operator II level but are not expected to function at the same skill level and usually 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.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Supervisor or Manager. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Participates in the operation and maintenance of water treatment and related equipment.
- Reads meters, gauges and charts; regulates water flows in accordance with established procedures; checks equipment for excessive noise, heat, vibration and leaks.

- Records chemical tank levels, Receives chemical shipments; participates in the unloading process and records into inventory; inspects shipments received for standards compliance.
- Makes daily visits to all operating feed wells to collect metering data and ensure proper operation of oil dipper; clears well fails and performs minor troubleshooting duties as needed; samples and monitors well production.
- Inspects plant equipment including pumps, valves, electric motors, switch gear, compressors, blowers, chemical mixers, engines, and generators; reports malfunctioning equipment and calls for maintenance assistance in the event of serious breakdowns.
- Responds in person to inquiries and investigates and resolves customer complaints.
- Operates District vehicle to travel to various District facilities; follows established regulations, guidelines, policies and procedures in the handling and transporting of hazardous materials.
- Works on a personal computer; uses software to create and maintain a variety of records and reports; maintains operating logs and records.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles of water treatment plant operations.
- Basic tools and equipment used in the operation and maintenance of motors, engines, pumps, and other water treatment plant equipment.
- Basic methods and techniques of instrumentation calibration.
- Proper water quality sampling techniques for physical and micro-biological sampling; chemical storage and dosing.
- Mathematical principles related to the computation of flows and volumes in water treatment, production and distribution systems.
- State laws and regulations environmental regulations in assigned areas of responsibility.
- Safety precautions and procedures used in water utility work.
- Methods and techniques of preventive maintenance.
- District and mandated safety rules, regulations, and protocols.
- 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 perform.

Ability to:

- Operate and perform inspections of treatment plant equipment.
- Monitor and adjust plant processes.
- Learn to adjust treatment processes to maintain water quality standards.
- Learn to collect a variety of samples and conduct appropriate tests.
- Properly handle hazardous materials.
- Create, utilize and interpret spreadsheets and maintain and update accurate records.
- Apply pertinent Federal, State, and local laws, codes, and regulations.
- 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.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Six (6) months of experience operating and maintaining pumps and valves similar to those used in a large water treatment and distribution system.

Education:

- Equivalent to completion of twelfth (12th) grade, supplemented by specialized training in water treatment operations.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- A State of California Water Treatment Operator Certificate, Grade I.
- State of California Distribution Operator Certificate, Grade I.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in standard water treatment plant and related facilities; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen and to operate a motor vehicle to visit various District sites; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds and heavier weights with the use of proper equipment. Infrequently, may use mechanical equipment to lift/move containers weighing 4,000 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Potable Water Treatment Operator I
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Potable Water Treatment Operator I. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____