

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	Water Reclamation Plant Operator III
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GENERAL PURPOSE

Under direction, monitors wastewater treatment processes; assists and/or takes the lead in training and overseeing the work of lower level plant operations personnel; performs laboratory tests; performs a wide variety of skilled, advanced journey-level tasks in the operation, maintenance and servicing of machinery and equipment in a large, state-of-the-art water reclamation plant; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Water Reclamation Plant Operator series responsible for performing the most complex work assigned to the 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 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 Water Reclamation Plant Shift Supervisor 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.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Water Reclamation Plant Shift Supervisor. Exercises technical and functional direction over and provides training to lower-level staff. May act as Shift Supervisor in that person's absence.

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.

- Operates waste water treatment equipment, machinery and facilities by using manual, electronic and computer control systems to regulate and control processes.
- Reads gauges, meters, charts and graphs, and operates pumps, valves, electric motors and related equipment.
- Inspects treatment plant equipment to ensure its proper functioning, minimize interruptions in the treatment process, and to alleviate costly repairs; makes minor adjustments to operating equipment; performs minor maintenance and repairs to equipment and machinery and assists mechanics and operators in making major or skilled repairs to equipment and machinery.
- Assists in the training and development of subordinate plant operations staff and oversees the work of assigned plant operations staff as a lead worker.
- Monitors systems, including SCADA; controls valves for emergency and scheduled shut down; troubleshoots, diagnoses, makes repairs or adjustments, and reports problems to appropriate personnel, as necessary, when on-call or during regular work hours.
- Determines the amount of chemicals needed and, following prescribed instructions, adds chemicals and other substances to the treatment process; checks chemical alarms and feed systems for leaks.
- Leads and performs confined space entries for cleaning tanks/lock out equipment when needed for repairs.
- Collects water samples for quality control tests and analyzes samples using laboratory test equipment.
- Receives chemical shipments; monitors unloading process and records into inventory; tests shipments for compliance to standards.
- Maintains a variety of records, logs and reports to ensure plant compliance and safety.
- Operates motorized equipment, such as forklifts, tractors, utility task vehicles, dump trucks, etc.
- Maintains buildings and grounds in a clean and orderly manner.
- Operates vehicle to travel to various District facilities.
- Provides training to new and transfer employees at treatment plant.

- Leads and complies with all District and mandated safety rules, regulations, and protocols, including maintaining Standard Operating Procedures.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles, methods and techniques for operating pumps, valves, electric motors, diesel engines and electronic, computerized and manual control systems.
- Principles of providing functional and technical direction and training.
- Functions and servicing requirements of the equipment used in a water reclamation treatment facility.
- Principles, methods, practices and techniques utilized in chemical, bacteriological and biological analyses.
- Methods and techniques of diagnosing equipment malfunctions.
- Methods and techniques of conducting sampling.
- Federal, state, and local laws and regulations in assigned areas of responsibility.
- Computer applications related to the work, including modern, state-of-the-art supervisory control and data acquisition systems (SCADA).
- Principles and practices of record keeping.
- 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 performed.

Ability to:

- Independently operate a variety of pumping, treatment, control and transmission equipment and machinery, including digital control equipment.
- Operate and maintain hand and power tools pertaining to the work.
- Accurately read meters, gauges, valve books, blueprints and schematic drawings.
- Make mathematic calculations, including metrics.
- Work independently, exercise sound judgment in performing assignments, perform critical thinking and problem solving.
- Follow and apply oral and written work instructions.
- Prepare records and reports of work performed.

- 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:

- Three (3) years of progressively responsible experience performing plant and equipment operations duties in a water reclamation plant, or one (1) year as a Water Reclamation Plant Operator II in the District.

Education:

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

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 Resources Control Board Wastewater Treatment Operator Grade III Certificate.

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 reclamation 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, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; 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 averaging weights of up to 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

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 need to wear protective clothing when using chemicals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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 Water Reclamation Plant Operator III. 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: _____