



## 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.*

<b>Job title</b>	Potable Water Treatment Operator III
------------------	--------------------------------------

### **GENERAL PURPOSE**

Under direction, performs a variety of skilled duties in the operation and maintenance of the District’s water treatment facilities, potable water treatment plants , supply wells, and ancillary systems; performs repairs and adjustments to plant equipment; treats surface and ground water for potable water and ground recharge; manages water delivery to other water agencies; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is an advanced-level classification in the Potable Water Treatment Operator series responsible for independently taking actions necessary for the operation and maintenance on an assigned potable plant, consistent with the mandated certifications required to perform such duties, and which are dependent on the State designated grade level of the assigned plant. 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. 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 higher level operator classes in the series (Potable Water Operator IV, and V) in that that the latter classes are assigned advanced duties which include the authority to take the actions necessary for the independent operation and maintenance of an assigned plant consistent with the mandated certifications required to perform such duties, and which are dependent on the State designated grade level of the assigned plant.

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 Supervisor or Water Operations Manager.

## **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 and maintains water treatment and related equipment; calibrates and repairs instruments; inspects pumps for proper operation; establishes, participates in, and maintains preventive and corrective maintenance programs and procedures; makes decisions on scheduling plant shutdowns and preventative maintenance.
- Performs all duties and responsibilities relative to water production and treatment facilities operation and maintenance, including sampling and monitoring well production; reviews and comments on plans and specifications; performs all necessary control tests and calculations to maintain efficient operations; records results of test and other measurements and plots data on graphs.
- Maintains various safety programs and equipment including, but not limited to, hazardous materials, chemical handling, and confined space entry.
- Inspects equipment to determine operating condition; adjusts and calibrates feed machinery for a variety of chemicals to keep treatment at prescribed standards; changes chemical tanks and cylinder; makes chlorine dosage and other chemical adjustments, performs membrane integrity testing and makes raw water adjustments to raw water systems.
- Reads meters, gauges and charts; regulates water flows in accordance with established procedures; maintains operating logs and records; analyzes trends, water quality, membrane integrity test, and other metrics to determine if fiber or other repairs are required; inspects plant equipment including pumps, valves, electric motors, switch gears, compressors, blowers, chemical mixers, engines, and generators.
- Checks equipment for excessive noise, heat, vibration and leaks; adjusts and calibrates feed machinery for a variety of chemicals to keep treatment at prescribed standards.
- Monitors water quality; performs operational adjustments to the treatment system to ensure compliance with quality and regulatory requirements.
- 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 dippers; clears well fails and performs minor troubleshooting duties as needed; samples and monitors well production.
- Reports malfunctioning equipment and calls for maintenance assistance in the event of serious breakdowns.
- Operates District vehicle to travel to various facilities; follows established regulations, guidelines, policies and procedures in the handling and transporting of hazardous materials.
- Participates in tours of plants to the public, District employees, outside water agencies, elected officials, regulatory agencies, contractors, and others.
- Trains and assists less experienced operators.
- Works on a personal computer; uses software to create and maintain a variety of records and reports.
- 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.
- Tools and equipment used in the operation and maintenance of motors, engines, pumps, and other water treatment plant equipment.
- 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 environmental regulations in assigned areas of responsibility.
- 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 to maintain water quality standards.
- Train less experienced personnel.
- Collect a variety of samples and conduct appropriate tests.
- Create, utilize and interpret spreadsheets and maintain and update accurate records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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.

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:*

- Two (2) years of experience operating and maintaining pumps and valves similar to those used in a large water treatment and distribution system. Supervisory Control and Data Acquisition (SCADA), and membrane or reverse osmosis facility experience desired.

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) 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 III.
- A State of California Distribution Operator Certificate, Grade II.

### **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 or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. 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 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.

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

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

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

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Potable Water Treatment 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:* \_\_\_\_\_