

JOB DESCRIPTION
Water Reclamation Plant Operator I
Code Number: 44006

GENERAL PURPOSE

Under immediate supervision, assists in monitoring wastewater treatment processes; learns and performs routine laboratory tests; assists journey-level operators in operating, maintaining and servicing machinery and equipment in a large, state-of-the-art water reclamation plant; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Water Reclamation Plant Operator series. Initially under close supervision, incumbents perform the more routine duties while learning District policies and procedures and becoming familiar with the variety of plant systems and procedures. As experience is gained, duties on a variety of regular and on-going tasks and assignments become more diversified and are performed without close supervision. Incumbents in this class gain developmental experience to acquire the abilities to perform the full range of duties for the Water Reclamation Plant Operator II class. Incumbents typically follow prescribed and standardized procedures and refer unusual problems or questions to a supervisor or higher level Operator.

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.

ESSENTIAL 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 class.

Inspects treatment plant equipment to ensure its proper functioning, minimize interruptions in the treatment process, and to alleviate costly repairs.

Assists in operating waste water treatment equipment, machinery and facilities by using manual, electronic and computer control systems to regulate and control processes.

FLSA DETERMINATION: Non-exempt.

Reads gauges, meters, charts and graphs, and operates pumps, valves, electric motors and related equipment.

Assists in monitoring systems, controlling 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 needed and, under direct supervision, adds chemicals and other substances to the treatment process.

Cleans tanks and other facilities; maintains buildings and grounds in a clean and orderly manner.

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; checks chemical alarms and feed systems for leaks.

Maintains a variety of records, logs and reports.

Provides training to new and transfer employees at treatment plant.

Operates vehicle to travel to various District facilities.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods and techniques for operating pumps, valves, electric motors, diesel engines and electronic, computerized and manual control systems; functions and servicing requirements of the equipment used in a waste water treatment facility; principles, methods, practices and techniques utilized in chemical, bacteriological and biological analyses; relevant federal, state, and local laws and regulations; computer applications related to the work, including modern, state-of-the-art supervisory control and data acquisition systems.

Ability to:

FLSA DETERMINATION: Non-exempt.

Operate a variety of pumping, treatment, control and transmission equipment and machinery, including digital control equipment; accurately read meters, gauges, valve books, blueprints and schematic drawings; make mathematic calculations, including metrics; establish and maintain effective relationships with those encountered in the course of the work; work independently and exercise sound judgment in performing assignments; follow and apply oral and written work instructions; prepare basic records and reports of work performed; operate and maintain hand and power tools pertaining to the work; learn and apply new information; follow safety practices and procedures pertaining to the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and one year of wastewater treatment plant operations; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

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 I Certificate.

PHYSICAL AND MENTAL DEMANDS

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

Physical Requirements

While performing the duties of this class, employees are regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

FLSA DETERMINATION: Non-exempt.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communications skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or new skills; interact with District staff, other organizations and the public.

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.

The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. Employees may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, raw sewage, and the risk of electric shock. The noise level in the work environment is frequently loud.

FLSA DETERMINATION: Non-exempt.