VALLECITOS WATER DISTRICT

SENIOR WASTEWATER TREATMENT PLANT OPERATOR

DEFINITION

Under general supervision, operates and performs inspections, checks, and verifications on a variety of plant equipment in connection with the continuous operation of a wastewater reclamation plant and related facilities; leads and directs other Wastewater Treatment Plant Operators; performs related duties as required.

CLASS CHARACTERISTICS

This single incumbent position is the lead worker and advanced journey level class in the Wastewater Treatment Plant Operator class series, personally performing the more difficult and complex duties involved in the efficient operation of a wastewater treatment plant and related facilities; serves as lead worker over other Wastewater Treatment Plant Operators; acts in the absence of the supervisor, including Operator-in-Charge designation. This class is distinguished from the Wastewater Treatment Plant Supervisor, which is responsible for the efficient operation of the wastewater treatment plant.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Serves as lead worker over other Wastewater Treatment Plant Operators; assists with scheduling, assigning, and monitoring work; trains less experienced Wastewater Treatment Plant Operators; ensures compliance with regulatory requirements; and in the absence of the Wastewater Treatment Plant Supervisor, assumes those duties; provides technical assistance and training to staff; ensures that safe work methods are followed and that appropriate safety precautions and equipment are utilized;
- Monitors plant operations equipment and processes via SCADA to ensure compliance with environmental and public health standards; physically inspects plant equipment and remote facilities; stops and starts equipment as required for repairs, following all lockout/tagout procedures; reads meters, gauges, and instruments; makes corrections as necessary;
- Reviews a variety of operational data from computer reports, daily logs, meters, and gauges; performs record keeping functions such as logging plant operations, test results, maintenance work performed, and unusual operating conditions encountered; prepares special reports as required;
- Operates pumps, valves, chlorination equipment, instrumentation, odor control systems, emergency power generator and other equipment by hand or mechanical means to regulate the flow of wastewater through various primary, secondary, and tertiary treatment processes; maintains an even flow to assure maximum efficiency of plant equipment and delivery of effluent to customers and/or ocean disposal;
Assists in preparation of staffing, material, and equipment estimates for project activities; may assist in budget preparation; trains and assists staff in purchasing, work orders, time tracking and requisitions through CMMS;

Performs laboratory procedures as appropriate, and to the standards of, an Environmental Laboratory Accreditation Program certification, such as media development, quality assurance, and quality control;

May be required to prepare and submit reports to local, state, and federal regulating agencies; member of the Storm Pollution Prevention Plan team; trains team members;

Samples wastewater and other materials at established times; performs process analyses as needed; ensures staff follows proper testing procedure; makes corrections to process control as established through process control guidelines;

Works with chlorine gas and other potentially hazardous chemicals and substances associated with injection and application equipment;

Assists in directing staff during sewer spill response and mitigation;

Maintains an adequate inventory of necessary tools, materials, equipment, and supplies; makes recommendations for requisitions and purchases;

Follows the Process Safety Management and Risk Management Program procedures; ensures staff follows same;

Prepares, reviews or updates standard operating procedures;

Evaluates new technology for improved and more cost efficient operations; oversees the installation, programming and operations of new equipment;

Operates assigned vehicles skillfully and safely; inspects and fuels vehicles; reports the need for repairs and service; observes safe driving practices; operates and maintains a wide variety of hand and power tools and equipment related to work assignments;

May stand duty on a rotational basis and may work outside of regular work hours as necessary, including weekends and holidays; responds to emergency call-out situations that may include chlorine leaks and their mitigation;

Conducts tours of the plant for members of the public, other public agencies, and school groups; answers questions and communicates District objectives;

Operates copiers and a variety of office equipment;

Performs duties in a professional manner and works well with others or in a team setting;

Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;

Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;

Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- Operation, maintenance and repair of wastewater treatment plant equipment and facilities;
- Wastewater treatment and reclamation principles, methods, and practices;
- Principles of SCADA and related electronics; computer software programs related to the position;
- Safety and public health rules, codes, and regulations and safe work methods pertaining to the work; first aid and CPR techniques;
- Methods and precautions in storing and handling chlorine and other hazardous gases and chemicals;
Routine process control tests and laboratory procedures;
Shop mathematics; mechanical, electrical, and hydraulic principles as they relate to the operation of a wastewater treatment system;
Basic trouble shooting for applicable equipment.

Ability to:
- Communicate clearly and concisely, both orally and in writing; keep records and make oral and written reports of work performed;
- Operate wastewater treatment plant equipment including automatic control devices supervision;
- Perform complex operating adjustments to wastewater treatment equipment;
- Recognize unusual, inefficient, or dangerous operating conditions and take appropriate action, including training of staff on these conditions;
- Accurately read and record data from gauges and meters; read and interpret plant piping and distribution diagrams and schematics;
- Perform routine control tests and adjust plant equipment accordingly; take samples and run routine laboratory tests according to guidelines;
- Provide a high level of customer service by effectively dealing with the public, vendors and contractors; establish and maintain effective working relationships with fellow employees;
- Work safely and independently; interpret and follow safety data sheets and safety regulations;
- Respond to sewer spills and their mitigation; exercise sound judgment in emergency situations.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent, and; three years of experience in the operation of a wastewater reclamation plant at a level equivalent to the District's Wastewater Treatment Plant Operator II class.

Licenses, Certificates, and Special Requirements

- Possession of, or ability to obtain, a Class C California driver's license, and a satisfactory driving record;
- Possession of a State of California Water Resources Control Board (SWRCB) Grade III Wastewater Treatment Plant Operator certificate;
- Possession of a SWRCB Lab Analyst Grade I certificate preferred;
- Must be willing to be trained to a Hazardous Technician Hazwoper Level for emergency response purposes.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be requires to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to walk and stand; use hands and fingers to grasp and feel; reach with hands and arms; climb or balance; talk, hear, or smell. Employee is occasionally required to stoop, kneel, crouch, crawl, or sit. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. The employee must have ability to obtain and keep current a medical certification for wearing an approved self-contained breathing apparatus.

Environment: Employee regularly works outdoors, exposed to sun, temperatures above 80 degrees, rain, and other weather conditions; exposed to hazardous materials, including sewage. Employee frequently: works in areas of unusually high humidity; exposed to unusually loud noises; works on slippery surfaces; exposed to common allergy-causing agents. Employee occasionally works in confined or cramped positions. Some work: done on surfaces 4-12 feet above ground; gets clothes and/or body wet; exposes body to oil or grease. Potential electrical shock exposure. Must be fit tested for respirators as part of the Hazardous Materials team.

I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________ Date
Employee Signature

______________________________________________ Date
Supervisor Signature

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.