VALLECITOS WATER DISTRICT

WASTEWATER TREATMENT PLANT OPERATOR I/II

DEFINITION

Under direct supervision, operates and performs routine inspections, checks, and verifications on a variety of plant equipment in connection with the continuous operation of a wastewater reclamation plant and related facilities; performs light preventative maintenance; performs related duties as required.

CLASS CHARACTERISTICS

Wastewater Treatment Plant Operator I is the entry level class in this series. Initially under direct supervision, incumbents learn and perform a variety of duties in the routine cleaning and operation of wastewater treatment plant equipment, and laboratory equipment.

Wastewater Treatment Plant Operator II is the journey level classification in this series, fully competent to perform a variety of assigned duties related to operation of the plant and laboratory, and the ability to make decisions during an assigned shift, within established guidelines. This position differs from the Senior Wastewater Treatment Plant Operator, which serves as a lead worker for plant staff.

ESSENTIAL FUNCTIONS

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

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and notifying as needed to maintain and optimize efficiency, such as chemical dosage changes, pumping rates and monitoring equipment daily;
- Assists in reviewing and analyzing automated information and control system data for notification to supervisor and makes inspections or corrects system problems as necessary;
- Operates pumps, valves, chlorinators, instrumentation, odor control system, 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;
- 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;
- Inspects plant equipment and remote facilities and reports any failures or operating difficulties; stops and starts equipment as required for repairs, following all lockout/tagout procedures; calibrates and assures proper operation of various instrumentation and equipment;
- Operates and adjusts chemical feed equipment to ensure compliance with established standards; collects samples of wastewater and other materials at established times for
laboratory testing and reporting; performs process analyses as needed; contributes to Storm Pollution Prevention Plan team;

- Reads meters, gauges, and instruments; monitors plant equipment using SCADA; performs record keeping functions such as logging plant operations, test results, maintenance work performed, and unusual operating conditions encountered; prepares and maintains a variety of computerized and written records;
- Cleans, lubricates, and performs light maintenance of plant equipment and facilities; assists in the routine maintenance painting of plant machinery, equipment, piping, and structures; may assist in complex plant maintenance and the care of grounds adjacent to the work location;
- Stands duty on a rotational basis and may work outside of regular work hours as necessary, including weekends and holidays; required to respond within a 30-minute time frame when on duty status;
- Responds to emergency call-out situations, which may include chlorine and other potentially hazardous chemical leaks and their mitigation;
- Works with chlorine gas and other potentially hazardous chemicals and substances associated with injection and application equipment; monitors chemical inventory, orders, collects, and/or receives chemicals and supplies and ensures that they are properly handled and safely stored;
- Uses common hand and power tools and drives a motor vehicle in the performance of the work;
- Conducts tours of the plant for members of the public, other public agencies, and school groups; answers questions and communicates objectives of the District;
- Operates copiers and a variety of office equipment;

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Operation of wastewater treatment plant equipment and facilities;
- Wastewater treatment and reclamation principles, methods, and practices;
- Shop mathematics;
- Basic computer software related to the work, such as SCADA and related electronics;
- Safety rules, codes, and regulations and safe work methods pertaining to the work, basic first aid and CPR techniques;
- Methods and precautions in storing and handling chlorine and other hazardous gases, chemicals, and pesticides;
- Routine process control tests and laboratory procedures;
- Basic troubleshooting techniques for applicable equipment.

Ability to:
- Communicate clearly and concisely, both orally and in writing;
- Operate wastewater treatment plant equipment, including automatic control devices;
- Be available for standby duty with a 30-minute response time;
- Perform operating adjustments to wastewater treatment equipment;
- Recognize unusual, inefficient, or dangerous operating conditions and take appropriate action;
- Accurately read and record data from gauges and meters; keep records and make oral and written reports of work performed;
- 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 established 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.

**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;

- Must be willing to be trained to a Hazardous Technician Hazwoper Level for emergency response purposes;
- Wastewater education desirable;
- **Wastewater Treatment Plant Operator I**: Twelve months of experience operating pumps, motors, valves, and other instrumentation OR 6 education points as defined by the State Water Resources Control Board (SWRCB).
- **Wastewater Treatment Plant Operator II**: Twelve months experience as an operator at a wastewater treatment plant.

**Licenses, Certificates, and Special Requirements**

- Possession of, or ability to obtain, a Class C California driver’s license, and a satisfactory driving record;
- **Wastewater Treatment Plant Operator I**: Must have successfully passed SWRCB test to obtain a Wastewater Treatment Plant Operator I or higher certificate.
- **Wastewater Treatment Plant Operator II**: Possession of a SWRCB Wastewater Plant Operator Grade II Certificate required. SWRCB Laboratory Analyst Grade I certificate is desirable.

**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 required 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; talk, hear, and smell; climb or balance. 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 the ability to obtain and keep current a medical certification for wearing an approved air purifying respirator.

Environment: Employee regularly works outdoors, exposed to sun, temperatures above 80 degrees, rain, and other weather conditions; exposed to hazardous materials, including chlorine and 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.

____________________________________________________________________
Employee Signature                                                    Date

____________________________________________________________________
Supervisor Signature                                                   Date

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.