

## JOB DESCRIPTION -TREATMENT PLANT OPERATOR (OIT, I, II, III)

Department: Field Staff  
Salary Range: See Salary Schedule approved 7/21/08  
Reports to: Field Supervisor  
Employee Status: Full-time/Hourly/Benefits/Retirement

### SUMMARY:

Under the direction of the Field Supervisor, learns, operates and performs routine maintenance on equipment, facilities and related appurtenances as found in treatment and collection systems and continuously operating wastewater treatment plants, pump stations and related facilities; and perform other duties as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Field Supervisor, the following shall apply.

#### Operator in Training

This is the entry level position in the plant operations series. Initially under close supervision, incumbents learn District and operational procedures for wastewater treatment and collection system equipment and appurtenances. As experience is gained, assignments become more varied and the work is performed more independently. The assignments include pre treatment, pond maintenance, solids treatment processes, monitoring, analysis, equipment maintenance, chemical feed rate delivery, and maintaining records and logs. Incumbents may advance after gaining experience, obtaining the required level of certification, meeting the qualifications of and consistently performing work of a higher-level position.

#### Plant Operator I

This is the first working level position in the plant operations series. Under direct supervision, incumbents operate wastewater treatment and collection system equipment and appurtenances. As experience and certification is gained, operators may independently operate plants and appurtenances under the certification of a Senior Treatment Plant Operator. Incumbents may advance after gaining experience, obtaining the required level of certification, meeting the qualifications of and consistently performing work of a higher-level position.

#### Plant Operator II

This is the second working level position in the plant operations series. Under minimal supervision, incumbents perform all tasks related to operation of a wastewater treatment plant, including having knowledge of wastewater collection system equipment and appurtenances. Incumbents may advance after gaining experience, obtaining the required level of certification, meeting the qualifications of and consistently performing work of a higher-level position.

### Plant Operator III:

This is a full journey level position in the plant operations series. Incumbents are fully competent to independently operate and perform routine preventative maintenance and repair in a wastewater treatment plant, associated equipment and facilities. Incumbents may assist with the training and oversight of less experienced staff assigned to the treatment plant.

### Examples of Duties

The duties shown are done at varying levels of complexity and under varying levels of supervision depending on the experience and training of the incumbent. Higher levels of operators are expected to undertake the duties listed, while lower levels may require instruction and assistance, or may singly accomplish only a portion of a listed activity.

- Inspects plant operational equipment and facilities on a regularly scheduled basis; and reads and records readings of pumps, chemical feed and other treatment and pumping equipment.
- Reviews and analyzes operational information and test results and revises equipment settings as appropriate; and notifies supervisor of unusual situations and makes inspections or corrects system problems as instructed.
- Collects samples of wastewater, sludge and other samples from various phases of the wastewater treatment process.
- Performs basic chemical and physical tests on the se samples to ensure that the wastewater treatment plant is operating effectively and that regulatory requirements are being met.
- Prepares samples for delivery to a certified laboratory for testing and may also deliver samples to other specified locations.
- Operates and performs preventative maintenance on a variety of treatment plant equipment such as pumps, filters, chemical valves, sludge ponds, screens, agitators and electric motors.
- Operates valves, pumps and automated controls to regulate the flow of wastewater through the system; and maintains appropriate pond levels and dispose of wastewater effluent.
- Removes screenings and grit; and cleans clarifiers and primary, secondary and other wastewater equipment and facilities.
- Maintains facilities, grounds and equipment in a clean and orderly condition; and performs routine maintenance, painting of machinery, structures, equipment and piping systems.
- Monitors equipment operation; determines when maintenance by others may be needed; notifies supervisor or other responsible parties to schedule.
- Assists in placing orders for chemicals, supplies and equipment.
- Performs basic adjustments and trouble shooting for electrical motors and controls.
- Uses a variety of hand and power tools and testing equipment.

- Changes recoding charts; ensure that a steady flow of required chemicals is present at all times.
- Maintains accurate records of gauge, chart, graph and meter readings, chemical test results and work performed.
- Observes appropriate safety procedures, including those related to the safe handling of chemicals.
- Investigates and resolves customer complaints.
- Reports to work on time and fully prepared to undertake scheduled tasks / assignments; flexibly undertakes alternate tasks that may arise.
- Offers good judgment in evaluating information from gauges, charts, meters, and test results; informs others of trends and/or significant changes; offers corrective recommendations.
- Performs other duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

- Principles, practices, tools, equipment and supplies required for the operation, cleaning and preventative maintenance of activated sludge wastewater treatment and disposal facilities and equipment.
- The operation and preventative maintenance of piping systems, including pipes, valves, pumps, motors and related appurtenances.
- Tools and equipment required for the work.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Arithmetic and mathematics appropriate to the classification level to which assigned.
- Basic mechanical. Electrical and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps and circuitry.
- Basic chemical and physical tests of wastewater, sludge and related materials.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

##### Skills:

- Operating, maintenance and repairing a variety of wastewater collection and treatment facilities and equipment.
- Recognizing and correcting or reporting unusual, inefficient or dangerous operating conditions.
- Reading a variety of gauges, charts and meters; recording data accurately and making appropriate process adjustments.
- Making calculations as necessary to summarize data results, ascertain data trends and aggregate information over time.
- Conducting basic chemical and physical tests of potable water, effluent, sludge and related materials.
- Using and maintaining the tools and equipment of the work skillfully and safely.

- Handling hazardous chemicals in a safe manner.
- Basic computer skills including word processing, basic spreadsheet, maintaining and sharing computer files.
- Collecting and entering data accurately and creating spreadsheets as directed or required.
- Maintaining accurate records of work performed.
- Using, properly maintaining and ensuring the security of District-owned equipment that may be provided to assist in the performance of assigned duties.
- Understanding and following oral and written directions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**EDUCATION & EXPERIENCE:**

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Operator in Training (OIT):

Equivalent to graduation from high school.

Plant Operator I:

In addition to the above, training required by the California State Water Resources Control Board (SWRCB) and a minimum of one year of experience in operating and/or maintaining pumps, motors, mechanical systems or related equipment.

Plant Operator II:

Three years of experience total in operating and performing routine maintenance to facilities and/or equipment in a wastewater treatment plant and related collection systems and pumping stations including two years of experience equivalent to that of a Plant Operator I.

Plant Operator III:

Six years of experience total in operating and performing routine maintenance to facilities and/or equipment in a wastewater treatment plant and related collection systems and pumping stations including three years of experience equivalent to that of a Plant Operator II.

**CERTIFICATES AND LICENSES:**

Operator in Training (OIT):

Must possess a valid California Class C driver's license and have a satisfactory driving record. Must obtain a California Wastewater Treatment Plant Operator in Training certificate. Must obtain a California Grade I Wastewater Treatment Plant Operator certificate within the first full year of employment with the District.

Plant Operator I:

Must possess a valid California Class C driver's license and have a satisfactory driving record. Must possess a California Grade I Wastewater Treatment Operator certificate, depending on the assignment within the District. Must obtain backhoe certification.

Plant Operator II:

Must possess a valid California Class C driver's license and have a satisfactory driving record. Must possess a California Grade II Wastewater Treatment Operator certificate, depending on the assignment within the District.

Plant Operator III:

Must possess a valid California Class C driver's license and have a satisfactory driving record. Must possess a California Grade III Wastewater Treatment Operator certificate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Mobility to work in a standard wastewater treatment plant and laboratory setting, and use specialized test equipment, hand and power tools and instrumentation; stamina to work in confined spaces, around machines, and to climb and descend ladders; ability to lift and carry materials and equipment weighing up to 50 pounds; vision to read printed materials, charts and gauges and a computer screen; and hearing, speech and English language skills to communicate successfully in person and over the telephone or other electronic devices. May be exposed to inclement weather conditions, loud noises from equipment operation, fumes, odors, dust and potentially toxic chemicals and conditions.

