

Water Reclamation Facility Operator I-III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision of the Water Reclamation Facility Chief Plant Operator, Lead Operator IV, and Senior Operator, the Water Reclamation Facility Operator I-III performs skilled, technical plant wastewater treatment activities in the operation and maintenance of a Water Reclamation Facility, including monitoring for proper and safe functioning; performs a variety of laboratory tests in the operation of a Water Reclamation Facility; performs information gathering, operation, and routine maintenance such as lubricating equipment and changing belts; and maintains a variety of records related to area of assignment.

IDENTIFYING CHARACTERISTICS

Water Reclamation Facility Operator in Training & Operator I

This is the entry-level class in the Water Reclamation Facility operator series. This class is distinguished from the Wastewater Plant Treatment Operator II or III by the performance of the more routine tasks and duties assigned to positions within the series including less complex operation and maintenance duties of a Water Reclamation Facility, being exposed to situations requiring the exercise of fewer independent decisions and working under closer supervision. Since this class is typically used as an entry or training class, employees may have limited or no directly related work experience. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to Water Reclamation Facility Operators. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, possession of required licenses, certifications, and/or proficiencies, and is at the discretion of higher level supervisory or management staff.

Water Reclamation Facility Operator II

This is the second class within the Water Reclamation Facility Operator series. Employees within this class are distinguished from the Water Reclamation Facility Operator I by the performance range of duties as assigned including the performance of the more complex operation and maintenance duties of a Water Reclamation Facility with increased exercise of judgment and initiative expected in the performance of duties. Employees at this level receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Water Reclamation Facility Operator I level when experience and required licenses, certifications, and/or proficiencies are obtained, or when filled from the outside, require prior experience. The Water Reclamation Facility Operator II is distinguished from the Water Reclamation Facility Senior Operator in that the latter has day-to-day supervision of an assigned shift.

Water Reclamation Facility Operator III

This is the third class within the Water Reclamation Facility Operator series. Employees within

this class are distinguished from the Water Reclamation Facility Operator II by the performance an increased range of duties as being able to independently and legally make operational changes as assigned including the performance of the more complex operation and maintenance duties of a Water Reclamation Facility, operating the full range of equipment, greater independence with which the incumbent is expected to work, the increased exercise of judgment and initiative expected in the performance of duties, and providing training to less experienced Wastewater Plant Operators. The Water Reclamation Facility Operator III shall be trained in and may provide 24-hour standby coverage. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in this class are flexibly staffed and are normally filled by advancement from the Water Reclamation Facility Operator II level when experience and required licenses, certifications, and/or proficiencies are obtained, or when filled from the outside, require prior experience. The Water Reclamation Facility Operator III is distinguished from the Water Reclamation Facility Senior Operator in that the latter has day-to-day supervision of an assigned shift and is assigned 24 hour standby duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs assigned plant rounds treatment inspecting, monitoring and documenting plant operations by reading plant equipment gauges, dials, graphs and other instrumentation.
2. Operates, cleans, and maintains the sludge belt press.
3. Operates valves and controls the UV disinfection system.
4. Checks and maintains equipment such as pumps, valves, screens, blowers, regulators, motors, filters, meters, grit, and rag collectors; ensures equipment is in proper working condition.
5. Performs a variety of laboratory tests as required, to determine compliance with state and federal regulations and to maintain process control parameters.
6. Performs major and minor repair work on wastewater treatment equipment, pumps, motors, engines, valves, and other associated wastewater plant equipment.
7. Inspects plant equipment and reports any failures or operating difficulties.
8. Performs routine maintenance duties such as lubricating equipment and changing belts; carries out operating orders in the plant; performs minor building maintenance, grounds maintenance and cleaning duties.

9. Operates a variety of equipment and tools necessary to maintain the Water Reclamation Facility system and equipment.
10. Logs and maintains records of completed work.
11. May be required to provide some twenty-four-hour standby coverage
12. Performs related duties as required.
13. Covers shifts as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of a municipal wastewater treatment program. Water Reclamation Facility operations and processes.
2. Principles, practices, methods, and procedures for operation of a Water Reclamation Facility.
3. Principles of activated sludge and UV disinfection.
4. Methods and techniques of reading and interpreting gauges, recording devices, and related system monitors.
5. Operating principles of plant equipment such as pumps and motors.
6. Tools, equipment, and procedures used in the operation and maintenance of Water Reclamation Facility facilities.
7. Emergency maintenance and repair procedures related to wastewater treatment facilities.
8. Laboratory methods including sampling techniques.
9. Chemical and biological tests used in monitoring Water Reclamation Facility processes.
10. Maintenance and operation of equipment commonly found in a Water Reclamation Facility.
11. Principles and practices of record keeping and reporting.

12. Basic office procedures, methods, and equipment including computers and applicable software applications.
13. Occupational hazards and standard safety practices.
14. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

1. Operate and maintain a variety of Water Reclamation Facility equipment and facilities. (Grade III)
2. Monitor and maintain plant processes at an optimal and cost-effective level.
3. Adjust controls and treatment processes located in a wastewater treatment facility. (Grade III)
4. Read and interpret gauges and recording devices monitoring plant operations.
5. Operate assigned equipment and tools in a safe and effective manner.
6. Perform routine maintenance.
7. Operate office equipment including computers and supporting software applications.
8. Maintain records and files.
9. Work independently in the absence of supervision.
10. Understand and follow oral and written instructions.
11. Exercise good judgment in response to operational problems.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Water Reclamation Facility Operator in Training

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized training in Water Reclamation Facility operations and/or maintenance is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a California Wastewater Operator in Training certificate issued by the State Water Resources Control Board is to be acquired within three (3) months of initial employment.

Water Reclamation Facility Operator I

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized training in Water Reclamation Facility operations and/or maintenance is desirable.

Experience:

One (1) year of responsible experience in the operation and maintenance of a wastewater treatment facility is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a California Wastewater Treatment Plant Operator Grade I certificate issued by the State Water Resources Control Board.

Water Reclamation Facility Operator II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in Water Reclamation Facility operations and/or maintenance.

Experience:

One (1) year of responsible experience in the operation and maintenance of a wastewater treatment facility.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

Possession of a California Wastewater Treatment Plant Operator Grade II certificate issued by the State Water Resources Control Board.

Water Reclamation Facility Operator III

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in Water Reclamation Facility operations and/or maintenance.

Experience:

Two (2) years of responsible experience in the operation and maintenance of a wastewater treatment facility.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

Possession of a California Wastewater Treatment Plant Operator Grade III certificate issued by the State Water Resources Control Board.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Water Reclamation Facility and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents may be required to work evenings, nights, and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in a Water Reclamation Facility and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.