

# BEAR VALLEY CSD

## JOB DESCRIPTION

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**JOB TITLE:** WASTEWATER TREATMENT PLANT OPERATOR I-V  
**DEPARTMENT:** PUBLIC WORKS – WASTEWATER DIVISION  
**REPORTS TO:** WASTEWATER TREATMENT PLANT SUPERVISOR

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### **JOB SUMMARY:**

Under the supervision of the Wastewater Treatment Plant Supervisor, Wastewater Treatment Plant Operator performs routine and complex assignments within an established procedural framework, including a wide variety of maintenance, operation, fabrication, and construction tasks in the District's wastewater treatment plant, its periphery collection system, and lift station.

This is a skilled level position where the employee possesses knowledge, abilities and professional insight in operation, maintenance, upkeep and repair methods of an activated sludge treatment plant with tertiary sand filters.

### **DISTINGUISHING CHARACTERISTICS:**

The following classifications of Wastewater Treatment Plant Operators are distinguished by the possession of a current and valid Wastewater Treatment Plant Operator certificate issued by the State of California:

- Operator I - Grade I Wastewater Treatment Plant Operator certificate
- Operator II - Grade II Wastewater Treatment Plant Operator certificate
- Operator III - Grade III Wastewater Treatment Plant Operator certificate
- Operator IV - Grade IV Wastewater Treatment Plant Operator certificate
- Operator V - Grade V Wastewater Treatment Plant Operator certificate

Advanced classification does not vest supervisory authority; it only indicates State certification level.

### **SUPERVISION RECEIVED/EXERCISED:**

All duties are performed under the supervision of the Wastewater Treatment Plant Supervisor who reports to the Public Works Director. Wastewater Treatment Plant Operators I - V do not perform any supervision of any classification. They may occasionally act as a lead person or Operator in Charge directing and assisting lower level operators to perform their duties in the absence of the Wastewater Treatment Plant Supervisor.

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## **ESSENTIAL FUNCTIONS STATEMENT:**

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

## **ESSENTIAL FUNCTIONS**

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 agency needs and changing business practices.

- Successful candidate is required to familiarize him/herself with the District collection system and lift station including hydro-jetting of sewer lines within their probationary period
- Perform a full range of duties related to maintenance of the collection system and operation of the wastewater treatment plant; maintain a variety of pumping facilities, operate and exercise valve systems; learn to operate and maintain new systems and equipment as necessary
- Perform assigned duties in the maintenance of collection system and treatment plant; inspect, monitor, troubleshoot, document plant processes, and report all discrepancies through chain of command
- Operate and adjust pumps, motors, and chemical dosing rates; mix and prepare various chemical concentrations for in-plant treatment processes including polymer, alum, and sodium bisulfite solution
- Install, maintain, repair, modify, troubleshoot, and service machinery and equipment including pumps, valves, motors, meters, tanks, reservoirs, feeders and inline analyzers
- Maintain physical ability and agility to ascend and descend twenty (20) feet of vertical ladder structure in and out of a confined space. Ability to wear a full body safety harness while performing assigned tasks within said confined spaces
- Collect and analyze various treated and untreated wastewater samples and document all results. Ability to interpret laboratory test data to adjust and troubleshoot plant performance, chemical dosing rates, detention time, and overall treatment efficiency; collect and properly document regulatory samples for outside laboratory analysis. All testing and analysis shall be performed in accordance with prescribed local, state and federal testing regulation
- Perform general facility maintenance such as cleaning, painting, and repairing plant facilities; perform various grounds maintenance and custodial duties as required
- Respond to various alarms related to the collection system and treatment facility; respond to alarms and emergencies during and after normal work hours; maintain availability for on-call status
- Maintain, compile and update plant operations logs and reports; perform mathematical calculations
- Process treated waste including the cleaning of sludge drying beds and disposal of treated and de-watered bio-solids
- Perform a variety of duties in response to power outage emergencies; operate, monitor, adjust, and maintain backup generators; respond to power outages by properly resetting, restarting, and bringing systems essential to proper plant operations back on-line; maintain proper fuel levels in generators and storage tanks
- Perform a variety of duties in response to wet weather emergencies
- Perform a variety of public relations related duties; conduct tours and provide educational information; receive, investigate, document, and respond to collection system sewer blockages and odor complaints; receive telephone inquiries from the public; answer questions and direct inquiries to appropriate personnel as necessary
- Coordinate identification and marking system infrastructure with other utilities, property owners and construction activity

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- Participate in a variety of training activities; study equipment manuals for all facility equipment; maintain familiarity with all standard operating procedures pertaining to equipment and plant processes; may provide training on equipment and plant processes
- Follow all safety standard operating procedures when performing work; maintain awareness of and report/correct any hazards, spills, and unsafe equipment; properly handle, store, dispose and label various chemicals
- Operate District vehicles, machinery and equipment as required

### **OTHER DUTIES:**

- Order supplies and equipment
- Respond to emergency call-outs
- Operate snowplow
- Assist other departments and divisions
- Other duties as assigned

### **EDUCATION, EXPERIENCE & TRAINING**

Minimum qualification for this classification include:

#### **Education:**

Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam. Possession of applicable grade level certification for classification. Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

#### **Experience:**

Experience commensurate with each grade level of certification as required by the State of California.

### **KNOWLEDGE & ABILITIES**

#### ***Knowledge of:***

- Principles and practices of wastewater collection systems and treatment plant operations
- Operating principles of plant equipment such as valves, pumps and motors
- Methods and techniques of maintaining, repairing and troubleshooting wastewater collection systems and plant equipment and processes
- Standard principles of the sciences including chemistry and biology
- Basic mathematical principles
- Laboratory analysis techniques and health standards for wastewater
- Operational and safety regulations pertaining to wastewater collection systems and treatment plant operations and vehicle and equipment usage
- Wastewater treatment chemicals used within the plant and their safe use and application
- Use and care of personal protective equipment
- Sampling methods and techniques
- Occupational hazards and standard safety practices and procedures
- Office procedures, methods, and equipment including computers and applicable software applications
- Pertinent federal, state and local laws and regulations as they relate to operation and maintenance of a wastewater treatment facility and collection system

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### *Ability to:*

- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Operate and monitor wastewater collection systems and treatment plant equipment
- Read, interpret and calibrate gauges and other recording devices related to wastewater collection systems and treatment plant operations
- Collect and record liquid and solid samples and perform routine laboratory tests
- Diagnose operating problems and take effective courses of action
- Make independent technical decisions to maintain proper treatment process
- Maintain pertinent records and compile data into written reports
- Perform routine to difficult maintenance, repairs and installations to plant equipment such as pumps, valves, and electronic monitoring devices
- Read, interpret and understand engineering and technical manuals, drawings, blueprints, schematics, diagrams and Material Safety Data Sheets (MSDS)
- Ability to identify and mark system infrastructure including sewer laterals
- Perform heavy manual labor
- Schedule maintenance and repairs of equipment, grounds, buildings and other system apparatus used in the collection and treatment of wastewater treatment facility
- Wear and operate self-contained breathing apparatus equipment
- Logically solve problems
- Operate office equipment including computers and supporting software applications
- Adapt to changing technologies and learn functionality of new equipment and systems
- Communicate clearly and concisely, both orally and in writing
- Accept correction and constructive criticism and apply it to performance
- Establish and maintain effective working relationships with all levels of employees and customers

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands may include: possession of normally functioning olfactory sensation and normal color vision, balancing, climbing, ascending and descending ladders, driving, heavy physical labor, kneeling, crouching, lifting, pushing and/or pulling of objects weighing 60 pounds or more, making repetitive hand or body motions, running, sitting, speaking, standing, stooping, bending, using hands and fingers, using hand or power tools, walking, working in cramped and confined spaces, working outside and underground; utilizing Personal Protective Equipment per OSHA General Industry Standards 29 CFR 1910. Vision in the normal range with or without correction. Hearing in the normal range with or without correction.

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### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment includes: exposure to human waste and bio-solids, chemicals, confined work spaces, dust, dirt, electrical hazards, fumes, odors, gases, high or low temperatures, noise, poor lighting, shift work, extended shifts, toxic materials, air contamination, wetness and humidity, vibration, and driving on a daily basis; frequent exposure to high work places; inclement weather conditions which may include extreme cold or heat and exposure to snow, rain, wind, sun, etc.

### **DISASTER SERVICE WORKER:**

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

### **FLSA**

This is an FLSA Non-Exempt position.