



WASTEWATER TREATMENT PLANT OPERATOR-IN-TRAINING/I/II/III

DEFINITION

Under immediate (Wastewater Treatment Plant Operator-in-Training), general (Wastewater Treatment Plant Operator I level), to minimal (Wastewater Treatment Plant Operator II and III levels) supervision, operates equipment, facilities, pump stations, and related appurtenances as found in a wastewater treatment plant; takes periodic samples and performs standardized tests to ensure equipment is operating within established parameters; assists with and performs preventive maintenance and makes minor repairs to plant facilities and equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Wastewater Treatment Plant Operator-in-Training), general (Wastewater Treatment Plant Operator I level), to minimal (Wastewater Treatment Plant Operator II and III level) supervision from the Wastewater Treatment Plant Manager. Positions at the Wastewater Treatment Plant Operator II and III level may provide technical and functional direction to lower level staff.

CLASS CHARACTERISTICS

Wastewater Treatment Plant Operator Operator-in-Training: This is the training class in the Wastewater Treatment Plant Operator series. Under immediate supervision, incumbents learn to assist in operating and maintaining wastewater treatment plant equipment and appurtenances according to City practices and procedures, as well as State and Federal regulations. Since this class is used as a training class, employees may have only limited or no directly related work experience.

Wastewater Treatment Plant Operator I: This is the first working level class in the Wastewater Treatment Plant Operator series. Under general supervision, incumbents learn to operate and maintain wastewater treatment plant equipment and appurtenances according to City practices and procedures, as well as State and Federal regulations, and consistent with required certification. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Wastewater Treatment Plant Operator II: This is the shift operator class in the Wastewater Treatment Plant Operator series, responsible for performing the full range of duties required to ensure that the wastewater treatment facilities and systems operate effectively and are maintained in a safe and effective working condition. Responsibilities include performing standardized tests to determine whether wastewater equipment is operating within established parameters and adjusting processes as needed, inspecting and attending to issues in a timely manner, and performing a wide variety of tasks in the preventative maintenance and minor repair of assigned facilities and systems. This is the first position in the Wastewater Treatment Plant Operator series that is distinguished as a sole operator.

Wastewater Treatment Plant Operator III: This is the full journey-level class in the Wastewater Treatment Plant Operator series qualified to perform (in the absence of the Wastewater Treatment Plant Manager.) the full range of duties required to ensure that the wastewater treatment facilities and systems operate effectively and are maintained in a safe and effective working condition. Responsibilities include performing standardized tests to determine whether wastewater equipment is operating within established parameters and adjusting processes as needed, inspecting and attending to issues in a timely manner, and performing a wide variety of tasks in the preventative maintenance and minor repair of assigned facilities and systems. This class is distinguished from the Wastewater Treatment Plant Manager in that the latter is responsible for managing the wastewater division staff and operations.

Positions in the Wastewater Treatment Plant Operator class series are flexibly staffed; positions at the Wastewater Treatment Plant Operator I level are normally filled by advancement from the Wastewater Treatment Plant Operator-in-Training level; progression to the Wastewater Treatment Plant Operator I level is dependent on (i) the incumbent obtaining the required certification and meeting the minimum qualifications for the classification; (ii) satisfactory work performance; (iii) management affirmation that the work performed is consistent with expectations for the classification, and (iv) management approval for progression to the Wastewater Treatment Plant Operator I level.

Positions at the Wastewater Treatment Plant Operator II level are normally filled by advancement from Wastewater Treatment Plant Operator I level; progression to the Wastewater Treatment Plant Operator II level is dependent on (i) the incumbent obtaining the required certification and meeting the minimum qualifications for the classification; (ii) satisfactory work performance; (iii) management affirmation that the work performed is consistent with expectations for the classification, and (iv) management approval for progression to the Wastewater Treatment Plant Operator II level.

Positions at the Wastewater Treatment Plant Operator III are normally filled by advancement from Wastewater Treatment Plant Operator II level; progression to the Wastewater Treatment Plant Operator III level is dependent on (i) the incumbent obtaining the required certification and meeting the minimum qualifications for the classification; (ii) satisfactory work performance; (iii) management affirmation that the work performed is consistent with expectations for the classification, and (iv) management approval for progression to the Wastewater Treatment Plant Operator III level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Wastewater Treatment Plant Operator-in-Training, and Wastewater Treatment Plant Operator I levels may perform some of these duties in a learning capacity.

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.

- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; changes flow meter charts; makes process adjustments according to information gathered, samples collected, readings, and records.
- Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure the plant is operating effectively and that regulatory requirements are being met; sends samples to State approved laboratories for specific tests as required.
- Performs routine (daily, weekly, monthly, and quarterly) sampling and testing of effluent, wells, and creeks.
- Performs routine laboratory and process tests to determine plant performance; analyzes the results, and recommends/implements process changes.
- Performs proper usage and handling of chemicals according to industry standards.
- Operates and assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, pumps, dewatering systems, service aerators, blowers, centrifuges, pressure and flow regulators, and other treatment plant fixtures and appliances.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Lubricates pumps, motors, chains, conveyors, and other machinery and equipment.
- Performs preventative maintenance and services equipment according to an established schedule; inspects facilities and equipment to determine the need for maintenance or repair.
- Operates and maintains a variety of hand and power tools and equipment related to work assignment as instructed.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Wastewater Treatment Plant Operator-in-Training and Wastewater Treatment Plant Operator I levels may exercise some of these knowledge, skills and abilities in a learning capacity.

Knowledge of:

- Principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- Methods and techniques of maintaining records and logs.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Methods and techniques of troubleshooting, maintaining and repairing equipment used in a wastewater treatment plant.
- Methods and techniques of collecting sufficient samples to conduct testing.
- Standard chemical and physical tests of wastewater, sludge, effluent and related materials.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic mechanical, electrical, and hydraulic principles.
- Mathematical principles specific to the industry.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Operate, maintain, and repair a variety of wastewater treatment and disposal facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Conduct standard chemical and physical tests of wastewater, sludge, effluent and related materials.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic calculations.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy guidelines.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.
- Higher level II & III operators may also be expected to give oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and 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

Wastewater Treatment Plant Operator-in-Training/I/II/III: Equivalent to completion of the twelfth (12th) grade, and the following requirements:

- Wastewater Treatment Plant Operator-in-Training: Some experience and knowledge is desirable in the operation of pumps, valves, motors and basic math, chemistry and biology.
- Wastewater Treatment Plant Operator I/II/III: Operator Grade education and qualifying experience requirements are governed by the California State Water Resources Control Board and the Office of

Operator Certification. There are multiple paths to each certification and a current table can be found on the SWRCB's website.

Licenses and Certifications:

Wastewater Treatment Plant Operator-in-Training/I/II/III

- Possession of, or ability to obtain, a valid California's Driver's License by date of appointment.

Wastewater Treatment Plant Operator-in-Training

- Ability to obtain a valid Operator in Training Certificate issued by the State of California within the 6-month probationary period from the date of entry into the position.
- Ability to obtain a valid Grade I Wastewater Treatment Plant Operator Certificate issued by the State of California within 18 months from date of obtaining OIT certification.

Wastewater Treatment Plant Operator I

- Possession of a Grade I Wastewater Treatment Plant Operator Certificate issued by the State of California.
- Ability to obtain a valid Grade II Wastewater Treatment Plant Operator Certificate issued by the State of California within 24 months from date of employment or the date of entry into the position.

Wastewater Treatment Plant Operator II

- Possession of a Grade II Wastewater Treatment Plant Operator Certificate issued by the State of California.

Wastewater Treatment Plant Operator III

- Possession of a Grade III Wastewater Treatment Plant Operator Certificate issued by the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds and occasionally weighing more, with assistance from other staff and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Field employees may be exposed to hazardous conditions including elevated noise levels; electrical hazards; hot and cold temperatures; inclement weather conditions; road hazards including driving and

working in or around roadway traffic; working with or around hazardous physical substances; odors; fumes; insects and animals. Additionally, employees may be required to participate in confined space activities as an entrant, attendant, rescuer or supervisor, after receiving appropriate confined space training. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.