

CITY OF REEDLEY

WASTEWATER TREATMENT PLANT OPERATOR TRAINEE WASTEWATER TREATMENT PLANT OPERATOR I WASTEWATER TREATMENT PLANT OPERATOR II WASTEWATER TREATMENT PLANT OPERATOR III

DEFINITION

Under immediate supervision (Wastewater Treatment Plant Operator Trainee), general supervision (Wastewater Treatment Plant Operator I and II), under limited supervision (Wastewater Treatment Plant Operator III), to perform a variety of duties involved in the operation of the wastewater treatment plant and pump station equipment and facilities.

DISTINGUISHING CHARACTERISTICS

Wastewater Treatment Plant Operator Trainee - This is the entry class in the wastewater treatment plant series for employees who do not possess a Grade I Wastewater Treatment Plant Operator Certificate. Employees in the class are expected to obtain a I level certificate at which time the trainee becomes eligible for the class of Wastewater Treatment Plant Operator I.

Wastewater Treatment Plant Operator I - This is entry level journey person class in the wastewater treatment plant series for employees who possess a Grade I Wastewater Treatment Plant Operator Certificate. Incumbents work under the general supervision of the Wastewater Treatment Plant Supervisor and perform most operation work. Employees in this class may be promoted to Wastewater Treatment Plant Operator II upon obtaining a Grade II Certificate.

Wastewater Treatment Plant Operator II - Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Wastewater Treatment Plant Operator I, or when filled from the outside require prior sewage plant operation experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. A Wastewater Treatment Plant Operator II works under general supervision and is expected to perform the entire range of plant operation work. Work in this class is distinguished fro that of the Wastewater Treatment Plant Operator I class by the greater complexity of the work, by the greater independence with which an incumbent is expected to operate, and the required possession of a Grade II Wastewater Treatment Plant Operator Certificate issued by the State of California Water Resources Control Board.

Wastewater Treatment Plant Operator III - The Grade III Wastewater Treatment Plant Operator position is flexibly staffed and is normally filled by the advancement from the lower class of Wastewater Treatment Plant Operator II position, or when filled from the outside, requires prior wastewater treatment plant operation experience and applicable certification. Appointment to this higher position requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. A Wastewater Treatment Plant Operator III is expected to perform the entire range of plant operation work and is distinguished from the Operator II class by an increasing knowledge and experience, more independence in completing

operational tasks, the required possession of a Grade III Wastewater Treatment Plant Operator Certificate issued by the State of California Water Resources Control Board, and a Grade I Laboratory Analyst Certificate issued by the California Water Environment Association.

SUPERVISION EXERCISED

Wastewater Treatment Plant Operator Trainee

Exercises no supervision.

Wastewater Treatment Plant Operator I

Exercises no supervision

Wastewater Treatment Plant Operator II

May exercise technical and functional supervision over lower level staff.

Wastewater Treatment Plant Operator III

May exercise technical and functional supervision over lower level staff. May act as supervisor upon Superintendents absence.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Examples listed may not cover all duties that may be performed.

Operates wastewater treatment facilities to control flow of wastewater, sludge, and effluent.

Operates, monitors, maintains, lubricates, inspects, and repairs a wide variety of equipment, including: motors, pumps, centrifuges, valves, gates, vehicles (including, but not limited to, front end loader, dump truck, tractor and attachments, forklift, and pick-up trucks), screening equipment, gear boxes, belt drives, and various other pieces of equipment.

Starts up and shuts down high speed centrifuges, pumps, motors, treatment process equipment, and other related equipment in the course of routine operations, maintenance, and during emergencies.

Notifies appropriate staff of electrical and instrumentation malfunctions.

Reads and interprets meters, dials, gauges, charts and other data recording instruments for operational control and record keeping. Changes flow meter charts.

Makes treatment process adjustments based on information gathered, samples taken, readings, and records after informing supervisor.

Collects and preserves samples of wastewater industrial discharges, groundwater, and wastewater sludge for analysis.

Performs required routine lab work in the absence of regular laboratory personnel.

Follows the City approved safety rules and policies. Informs supervisor of any unsafe conditions, accidents, or injuries.

Assists in maintaining adequate inventories of janitorial, chemical, polymer, oil, grease, chlorine, chlorine and sulfur dioxide gas, shop, and other supplies essential to plant operation.

Keeps the appearance of the plant and related facilities neat and clean. Performs janitorial work including: sweeping, mopping, dusting, bathroom cleanup, window washing, etc... Paints equipment and buildings, as needed.

Performs landscape maintenance, including: weeding, pruning, raking, pesticide spraying, and watering.

Picks up, cleans, and puts away all tools and equipment after use.

Reports missing, broken, or lost tools and equipment to the supervisor.

Reports all observations of importance to the plant supervisor.

OTHER JOB RELATED DUTIES

Performs all related duties and responsibilities, as assigned, in a safe, timely, and efficient manner.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards; ability to travel to different sites and locations; availability for shift work, on-call, stand-by, and emergency call.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Wastewater Treatment Plant Operator Trainee

Knowledge of:

Care, maintenance, and repair of mechanical equipment including pumps, valves, and electric motors.

Tools and equipment used in repair work.

Basic principles of record keeping.

Basic mathematical principles.

Safe driving principles and practices.

Skill to:

Operate a motor vehicle safely.

Perform manual labor for extended periods of time in all types of weather.

Ability to:

Learn operational characteristics of specialized wastewater treatment equipment.

Learn materials, methods, and practices used in the operation of wastewater treatment facilities and equipment.

Learn to read meters and gauges correctly and to act quickly and competently.

Learn policies and operating routines of the wastewater treatment facilities.

Learn the fundamentals of laboratory analysis, interpretation, and calculations.

Ability to:

Learn occupational hazards and standard safety precautions necessary in wastewater treatment plant operations.

Learn pertinent Federal, State, and local laws, codes, and regulations.

Make routine repairs and adjustments to motors, pumps, and other equipment.

Prepare and maintain accurate and complete records.

Perform accurate mathematical calculations.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Qualification Guidelines:

Any combination equivalent to experience and education that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some experience in the operation of hydraulic pumps, valves, gasoline powered engines, and motors.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate:

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

Ability to obtain a Wastewater Treatment Plant Operator Grade I Certificate issued by the State of California Water Resources Control Board within two years of hire.

Wastewater Treatment Plant Operator I

In addition to the qualifications for Wastewater Treatment Plant Operator Trainee:

Knowledge of:

Operating characteristics of mechanical and electrical systems.

Operational characteristics of specialized wastewater treatment equipment and disposal systems.

Materials, methods, and practices used in the operation of wastewater treatment facilities and equipment.

Safe work practices around gases, electricity, and chemicals.

Occupational hazards and standard safety precautions necessary in wastewater treatment plant operation.

Skill to:

Operate a wide variety of equipment and tools used in wastewater treatment plant and pump station operation in a safe and effective manner.

Ability to:

Read meters and gauges correctly and to act quickly and competently.

Collect samples and perform routine laboratory tests.

Make accurate inspections of operating equipment, assess the condition of wastewater from visual inspection, and identify problems.

Perform wastewater treatment plant operations work with accuracy, speed, and minimal supervision.

Experience and Qualification Guidelines

Any combination of experience and education as required by the California Code of Regulations, Title 23, Division 3, Chapter 26, Section 3683, Article 4(c)(3) providing the required knowledge, skills, and abilities would be qualifying.

Licence or Certificate:

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

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

Wastewater Treatment Plant Operator II

In addition to the qualifications for Wastewater Treatment Plant Operator I:

Knowledge of:

Policies and operating routines of the wastewater treatment facilities.

Fundamentals of laboratory analysis, interpretation, and calculations.

Pertinent Federal, State, and local laws, codes, and regulations.

Skill to:

Perform all plant operations without direct supervision.

Estimate human resources and materials for assigned projects.

Experience and Qualification Guidelines:

Any combination of experience and education as required by the California Code of Regulations, Title 23, Division 3, Chapter 26, Section 3683, Article 4(c)(3) providing the required knowledge, skills, and abilities would be qualifying.

Licence or Certificate:

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

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

Wastewater Treatment Plant Operator III

In addition to the qualifications for Wastewater Treatment Plant Operator II:

Knowledge of:

The principles, policies, treatment processes and routine duties required in the operation of a wastewater treatment facility.

Sampling, laboratory analysis, lab procedures, interpretation of results, and QA/QC required in a wastewater lab.

Basic supervisory skills needed to organize projects, manpower, and work schedules, as necessary, for wastewater treatment plant operations.

Skill to:

Operate, start-up, shutdown, and repair all wastewater treatment plant equipment in routine and emergency situations.

Work with vendors and contractors to complete repairs, projects, and obtain parts or services necessary for the efficient operation of the wastewater treatment plant.

Ability to:

Work independently, to organize, complete projects and assignments with little or no direct supervision.

Fill in for plant superintendent in his absence, performing necessary functions to maintain plant operations.

Fill in for lab personnel in their absence, performing necessary functions to maintain lab operations.

Experience and Qualification Guidelines:

Any combination of experience and education as required by the California Code of Regulations, Title 23, Division 3, Chapter 26, Section 3683, Article 4(c)(3) providing the required knowledge, skills, and abilities would be qualifying.

License or Certificate:

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

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

Possession, or the ability to obtain, a Grade I Laboratory Analyst Certificate issued by the California Water Environment Association.

Effective Date: October 9, 2001