



POSITION DESCRIPTION

TITLE: WATER RECLAMATION OPERATOR LEVELS I, II, III, AND IV

REPORTS TO: Water Reclamation Facilities Supervisor

GRADE: 3, 4, 5, and 6

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None*

INDIRECT: None

* *Water Reclamation Operator IV serves as the Chief Plant Operator and provides on-site work direction and technical guidance to Water Reclamation Operators I, II, and III.*

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee.

EDUCATION/EXPERIENCE: High School diploma or equivalent; valid California driver's license and proof of insurability; Standard First Aid and CPR certifications are required. The minimum education and experience requirements for all Wastewater Treatment Plant Operator classifications shall be commensurate with requirements established and set forth in Title 23, Division 3, Chapter 26, Article 4 of the California Code of Regulations, as amended.

Level I: State of California Grade I Wastewater Treatment Operator and Hazardous Materials (HazMat) Operations (Level II) certifications are required. California Water Environmental Association (CWEA) Collection System Maintenance Grade 1 certification is desirable.

Level II: State of California Grade II Wastewater Treatment Operator and HazMat Operations (Level II) certifications are required. CWEA Collection System Maintenance Grade 1 certification is desirable.

Level III: State of California Grade III Wastewater Treatment Operator and HazMat Operations (Level II) certifications are required. CWEA Collection System Maintenance Grade 1 certification is desirable.

Level IV: State of California Grade IV Wastewater Treatment Operator and HazMat Technician (Level III) certifications are required. CWEA Collection System Maintenance Grade 1 certification is desirable. This position is designated as the Chief Plant Operator as defined by the State Water Resources Control Board.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive general work assignments, address administrative issues and review results; District personnel to coordinate assignments and discuss and resolve technical issues; all other District personnel as required.

EXTERNAL: Interaction with the general public to respond to questions on wastewater treatment process impacts, recycled water quality and related matters; regulatory agencies to discuss reporting and water quality issues; consultants and vendors as necessary to coordinate projects and purchase supplies; emergency service personnel as required.

PHYSICAL REQUIREMENTS

Ability to walk extended distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds. Ability to tolerate repeated bending and stooping. Good hearing, eyesight and speech are necessary. Ability to effectively utilize a personal computer, keyboard and peripherals. Ability to tolerate prolonged exposure to a computer screen. Ability to utilize various laboratory equipment.

These positions require the ability to be "on-call", work evenings, weekends, and Holidays.

ENVIRONMENTAL CONDITIONS

Work is often performed outdoors in all kinds of weather. Subject to hazardous materials (e.g. chlorine, sodium hydroxide, bacteria, etc.), confined spaces, foul odors, hazardous traffic conditions, noisy conditions, contact with animals and insects, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Work in pump stations. Office settings have lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; long periods of sitting; exposure to a computer screen. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position's responsibilities include operating and maintaining the District's wastewater collection and treatment systems. This includes but is not limited to lift stations, treatment and reclamation plants, and related facilities. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety program are necessary. An ability to perform successfully within a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently with a clear understanding of goals and objectives are essential. Reliable, stable attendance and excellent verbal and written communication skills are required. Must perform standby duty and shift operations as required.

The following tasks are typical for this classification. Incumbents may not regularly 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 or staffing needs and changing business practices as defined by the General Manager.

% OF TIME				TASKS
<u>LEVEL</u>				
I	II	III	IV	
35%	15%	10%	0%	Facilities Maintenance <ul style="list-style-type: none">Performs general facility cleaning, washes down wet wells and process areas, tests safety equipment, and inspects HVAC equipment.
30%	25%	20%	15%	Preventative and Corrective Equipment Maintenance <ul style="list-style-type: none">Performs oil changes, lubrication, changes air filters, cleans process equipment, pumps, basins, tanks, and maintains safety equipment.Coordinate the successful completion of preventative and corrective maintenance projects, utilizing appropriate resources.

15%	25%	20%	0%	<p>Plant Process and Lab Work</p> <ul style="list-style-type: none"> Performs daily process control analysis, including TSS (Total Suspended Solids), VSS (Volatile suspended Solid), Turbidity, SVI (Settled Volume Index), pH, and Temperature. Operates dewatering equipment, process control monitoring, analysis of daily lab work, and chemical handling. Collects daily, weekly, monthly, quarterly and annual samples.
0%	15%	10%	10%	<p>Minor Process Control Changes</p> <ul style="list-style-type: none"> Modifies plant operating parameters that do not significantly impact plant effluent quality or quantity or make changes to the plant's processes or equipment.
0%	0%	10%	15%	<p>Major Process Control Changes</p> <ul style="list-style-type: none"> Modifies plant operating parameters that do significantly impact plant effluent quality or quantity or make significant changes to the plant's processes or equipment.
10%	10%	10%	10%	<p>Collection System</p> <ul style="list-style-type: none"> Inspects monitors and operates lift stations, easements and collection pipelines, including hot-spot and scheduled maintenance.
0%	0%	10%	40%	<p>Serves as Crew Leader at the Wastewater Plant providing work direction and technical instruction to Operator Staff.</p> <ul style="list-style-type: none"> Provides direction on compliance reports, job planning, scheduling, PM/CM (Preventative Maintenance/Corrective Maintenance) work orders, and lab data analysis. Provides supervision, guidance, technical instruction and training to Operator Staff and coordinates with outside contractors. Supervises labor resources effectively.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10%	10%	10%	10%	Performs all related duties as assigned.
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