



WATER TREATMENT PLANT OPERATOR

CLASSIFICATION SPECIFICATION

FLSA STATUS: Non-Exempt

BARGAINING UNIT: General

JOB SUMMARY

Under supervision, to inspect, maintain and operate treated and raw water storage and treatment facilities; to assure proper quantity and quality of water in the District; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry, journey, and advanced level classifications in the Water Treatment Plant Operator series, which is responsible for performing all daily activities in the operations of the water treatment plant. The classifications (I, II, III, & IV & V) are distinguished by their state issued, Water Treatment Operator Certificates Grade, with a higher degree of independence, increased scope of work, and increased task complexity completed by higher state grade classifications. The Water Treatment Plant Operator classification series is distinguished from the Water Treatment Plant Maintenance Mechanic classification in that the Operators focus on daily operations of the plant while the Maintenance Mechanics focus on daily maintenance of the plant.

WORK SCHEDULE

Must be able to work a flexible schedule to ensure coverage for the 24-hour, seven-day operation at the District's Water Treatment Plant. Willingness to work nights, weekends, holidays, and overtime as needed for routine and emergency conditions.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

Duties may include, but are not limited to, the following:

- Maintains and operates a water treatment plant incorporating chemical feed equipment, filtration equipment, pumps, flow regulation equipment, reservoirs, settling ponds, and/or storage tanks and control equipment.
- Operates automatic and manually controlled equipment throughout the water treatment and storage process.
- Regulates and controls chemical dosage to meet requirements.
- Evaluates a variety of information to determine conditions, adjust, and maintain proper plant operations.
- Checks raw water reservoirs for water elevation and water quality properties.

- Collects raw water samples for analysis, records results and adjusts as needed.
- Maintains proper releases from reservoirs.
- Reads, records, and maintains stream flow recorders, piezometer wells and weirs.
- Takes samples and makes standardized laboratory tests.
- Makes repairs to machinery, equipment, pipes, tanks, pumps, and motors.
- Maintains records of plant operations.
- Cleans and maintains buildings and grounds.
- Responds to emergency calls.
- Answers customer complaints and questions.
- Gives tours of the treatment plant.
- Assists and coordinates system operations with the Distribution System Operator.
- Performs related duties as assigned.
- Record Keeping
- Coordinates with other departments

Knowledge of:

- Broad overall District operations including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.
- Materials, methods, and the appropriate tools to install, maintain, test quality, and/or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Applicable machines and tools, including their designs, installation, operation, repair, and maintenance.
- Materials, methods, and the tools to construct and maintain a water treatment facility and water distribution system.
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repair, and maintenance.

Ability to:

- Hold self and others accountable for measurable high-quality, timely, and cost-effective results.
- Determine objectives, set priorities, and delegate work; accept responsibility for mistakes; comply with established control systems and rules.
- Perform research, analyze, and evaluate information to evaluate alternatives, make recommendations.
- Work with clients, customers, external stakeholders, and public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, attending to nonverbal cues and responding appropriately.

- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work
- Maintain regular and predictable attendance.

MINIMUM QUALIFICATIONS

Education and Experience:

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

Education:

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

Experience:

Three (3) years of increasingly responsible experience in water supply and treatment plant operations.

Required License, Certificate or Training:

- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade II-IV Water Treatment Operator Certificate issued by the State of California Department of Health. Classification level is dependent on grade of state issued certificate.

WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees.
- Humidity: Work in areas with unusually high humidity.

- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Confined Space: Occasional work in confided space.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently works in confined spaces.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently required to carry, push, pull, reach, grasp and lift equipment parts and material weighing up to 50 lbs. daily up to 100 lbs. weekly.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Uses respiratory protection equipment, which requires being clean shaven.

HISTORY:

- Revision date: August 1994, February 2004, September 2023
- Approval/Adoption date: December 18, 2024