

SENIOR WATER TREATMENT PLANT OPERATOR

Definition/Summary

Under direction, the Senior Water Treatment Plant Operator plans, organizes, and supervises the work of District personnel assigned to the Water Treatment Plant.

Essential Functions

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Plans, organizes, and completes water treatment plant maintenance and operations work.
- Leads work crews on water treatment plant maintenance and operations projects.
- Occasionally fulfills the duties of Water Treatment Plant Shift Supervisor when necessary.
- Establishes work schedules for 24 hour operations.
- Assumes responsibility for plant operating/maintenance logs and the development of required operating reports.
- Coordinates treatment plant operations and maintenance with other District functions.
- Provides consultation and input for the planning and development of new plant facilities.
- Ensures the maintenance of an adequate inventory of chemicals, equipment and supplies for plant operations.
- Inspects plants and ensures proper operating conditions.
- Maintains a variety of files and records.
- Directs the proper conduct of standardized water quality control tests.
- Directs emergency operation and repair work.
- Assists with development and administration of treatment plant budgets.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Reviews operator time reports for proper allocation of time and approves them.
- Holds periodic staff meetings and instructs staff in proper safety procedures.
- Represents District treatment plant functions with the public, contractors, and representatives of other government agencies.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Operating principles, methods, materials, and equipment used in water treatment plants.
- Repair, maintenance, and adjustment of water treatment plant equipment.
- Chemical and quality testing of water.

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Job Standards/Specifications - Continued

- Laws, regulations, and ordinances applicable to water treatment plant operations.
- Budget preparation and fiscal controls.
- Proper work safety standards.
- Principles of employee training and supervision.

Ability to:

- Plan, organize, direct, and supervise the operation, maintenance, and repair of water treatment plants.
- Oversee the proper conduct and interpretation of standard water quality tests.
- Provide supervision, training, and work evaluations for assigned staff.
- Read plant measurement and recording equipment, interpreting results to make adjustments to plant operations.
- Use proper safety precautions in working with plant chemicals.
- Read and interpret plans, diagrams, blueprints, and plant piping and distribution diagrams.
- Develop information and prepare reports.
- Effectively represent District Water Treatment Plant operations with the public, contractors, and other organizations.

Typical Physical Activities

- Travels regularly by vehicle and automobile in inspecting District water treatment plant facilities and operations.
- Commonly works in an outdoor environment.
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Walks on uneven terrain.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
4. Humidity: Work in areas with unusually high humidity.
5. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
6. Noise: Occasionally there are unusually loud sounds.
7. Slippery surfaces: Occasional work on unusually slippery surfaces.
8. Oil: Some parts of the body in contact with oil or grease occasionally.
9. Dust: Works in or around areas with minor amounts of dust.
10. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

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Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible experience in water treatment facility maintenance and operations work.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Professional License: Possession of the T4 Water Treatment Plant Operator certificate as issued by the California State Public Health Department.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.