

JOB DESCRIPTION

Job Title: Wastewater Operator

General Job Summary:

The Wastewater Operator is primarily responsible for performing maintenance, operation and construction tasks for the District's wastewater facilities, including treatment plant, collection system, disposal facilities, and other associated facilities. Under the direction of the Wastewater Chief Plant Operator, the Wastewater Operator must work independently and as a member of a crew to perform a variety of skilled manual labor, detailed calculations, data analysis, educated judgements, and inspection and reporting tasks related to maintenance, operation, repair and construction of the District's facilities.

This position has three levels of advancement based on experience, training, licenses, certifications, demonstrated competence and other qualifications:

- Wastewater Operator I: Entry level position that performs job duties under supervision.
- Wastewater Operator II: Mid-level position that performs job duties under general supervision.
- Wastewater Operator III: Journey level position that performs job duties with minimal supervision and is capable of leading other Wastewater Operators on specific jobs/tasks.

Job Function and Responsibilities:

This list generally describes the general job duties and functions. It is not all inclusive; the omission of specific statements of duties does not exclude them from the position. Other duties, as assigned or required, may be needed to accomplish objectives.

- Treat raw sewage in accordance with State and Federal regulations.
- Take samples for analysis, collect and tabulate all water quality data collected and report results to the proper agencies.
- Test and analyze results to adjust plant operation as necessary to optimize treatment.
- Perform and record daily and weekly laboratory tests for operational control of the plant process and for transmittal to the Regional Water Quality Control Board as required.
- Operate and maintain pumps, valves, motors, compressors and other equipment.
- Inspect and insure proper operation of equipment, meters and gauges.
- Maintain, repair, and lubricate equipment, using hand tools and power tools.
- Record and log test dates, maintenance notes, and supply needs.
- Perform preventive maintenance of collection system pipes, manhole and pump stations.
- Respond to emergency maintenance requirements of the treatment plant, collection system and effluent disposal facilities.
- Inform the Chief Operator of the supplies needed for the effective operation of the plant, collection system and disposal area.

Required Qualifications:

Knowledge of:

- Modern wastewater collections, treatment and disposal principles, practices and technologies, including but not limited to chemicals commonly used in an activated sludge treatment plant and laboratory testing equipment and techniques.
- Materials, tools and equipment used in the operations, maintenance, construction, monitoring and repair of wastewater treatment, collection and disposal systems.
- California and Federal Wastewater requirements and relevant policies and procedures.
- OSHA General and Construction Industry Safety orders, Caltrans Manual of Traffic Control Safety, and District's Injury and Illness Prevention Program.

Ability to:

- Physically and mentally perform the necessary tasks for operations and maintenance of wastewater treatment, disposal, and collections facilities, systems and equipment, including operation of all District vehicles and equipment.
- Effectively and efficiently solve wastewater operations and equipment problems by independently analyzing and diagnosing problems, developing alternative solutions, and selecting and implementing solutions.
- Read maps, schematics and engineering plans to locate facilities and understand construction and components of equipment and facilities.
- Understand and follow verbal and written direction to independently complete work tasks in an efficient, timely and quality manner.
- Understand and apply federal, state and local policies, procedures, laws and regulations related to wastewater operations.
- Competently use computers and applicable software as it relates to maintenance and operations reporting and record keeping.
- Establish, maintain and foster positive working relationships with District personnel, customers and outside agencies.

Education:

- High school diploma or equivalency thereof.

Licenses and Certifications:

Wastewater Operator I:

- California Class C Driver's License with a good driving record.
- WW1 – Grade 1 Wastewater Treatment Plant Operator certification issued by SWRCB.

Wastewater Operator II:

- All Wastewater I licenses and certifications.
- WW2 – Grade 2 Wastewater Treatment Plant Operator certification issued by SWRCB.

Wastewater Operator III:

- All Wastewater II licenses and certifications.
- WW3 – Grade 3 Wastewater Treatment Plant Operator certification issued by SWRCB.
- C1 – Grade 1 Sewer Collection System Operator certification issued by CWEA.

Experience:**Wastewater Operator I:**

- 1 year of operations, maintenance, repair and/or construction of wastewater treatment, collections and disposal systems.

Wastewater Operator II:

- 1 year as a District Wastewater Operator I; or
- 3 years of operations, maintenance, repair and/or construction of wastewater treatment, collections and disposal systems.

Wastewater Operator III:

- 2 years as a District Wastewater Operator II; or
- 4 years of operations, maintenance, repair and/or construction of wastewater treatment, collections and disposal systems.

Training:

- Road Control/Flagging
- OSHA Confined Space Training
- OSHA Asbestos Cement Pipe Worker
- OSHA Competent Person Excavation & Trench
- Microsoft Word and Excel Basics

Exceptions to Required Qualifications:

Applicants whose qualifications clearly demonstrate ability to perform the essential job functions may be granted the following exceptions to the required qualifications. Such exceptions are at the General Manager's sole discretion and are not guaranteed or appealable.

- A combination of education, training and experience may be accepted in lieu of the required qualifications.
- Applicants may be given 12 months after employment to obtain required certifications.

Residency Requirement:

In order to respond to critical wastewater emergencies, the Wastewater Operator must reside within 30 minutes of the District boundary. This requirement must be met within the first six months of employment.

Basic Work Hours:

Wastewater Operators will be assigned regular shifts but must be able to work a variety of weekend, holiday and on-call shifts to cover the operational and emergency needs of the District.

Working Conditions:**Physical Demands:**

Most of the workday involves the following physical demands for extended periods of time:

- Standing, balancing, walking and working on uneven, steep and slippery terrain; climbing up and down slopes and stairs.
- Kneeling, stooping, bending and squatting.
- Lifting, pulling and carrying - regularly up to 20 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.
- Use of hands to handle or feel objects, tools, equipment, controls, electronics, computer appurtenances; to write; and to perform fine and large motor skilled tasks.
- Use of hands, feet, coordination and vision required to drive vehicles and operate equipment in normal and hazardous conditions.
- Hearing clearly and speaking loudly and clearly.
- Utilizing close and distance vision.
- Sitting and use of hands and vision to perform computer and other tasks.

Mental Demands:

- Reading, writing and mathematics.
- Analysis, problem solving and independent judgement.
- Attention to detail and accuracy.
- Communication and social skills.

Environmental Demands:

- Extreme weather: typical temperatures ranging from 10-105 degrees, snow, rain and wind.
- Work during day and night; bright and dark.
- Exposure to fumes/gases from engines, sewage, water treatment chemicals, vegetation control and other chemicals, dust and naturally occurring gases in confined spaces.
- Exposure to bees, wasps, spiders and other insects and pests.
- Exposure to noise and vibration from tools and equipment.

Changes:

This job description does not constitute an employment agreement with the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.