



## CLASSIFICATION SPECIFICATION

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### WASTEWATER TREATMENT PLANT OPERATOR I

#### DEFINITION:

Under close supervision, operates and maintains the District's wastewater treatment plants and sanitary sewer collection systems; regulates flows within the system; performs sample collection and laboratory testing; checks operations and monitors equipment for proper functioning of facilities; performs other duties as assigned.

#### DISTINGUISHING CHARACTERISTICS:

This is the entry level class for the performance of wastewater treatment plant operations work. Incumbents learn to perform the full range of wastewater treatment plant operations under close supervision and within established guidelines. Upon attainment of required higher level certifications, and demonstration of journey level knowledge, skills, and abilities, employees in this class may be considered for promotion to Wastewater Treatment Plant Operator II.

#### SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Chief Plant Operator.

#### ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Performs routine plant operational and maintenance duties, such as wasting sludge loads; adjusting valves; collecting information from dials, meters, gauges; inspects and checks for worn or broken v-belts, motors, automatic controls, skimmers and rotors; lubes equipment and changes pump seals.
- Performs routine duties related to maintenance and repair of the Collections system including jetting main lines, overflow response, clearing stoppages and responding to customer issues.
- Learns to operate CCTV (closed circuit television) for Collection system maintenance and repair; locates sewer lines for Underground Service Alert requests; performs FOG (Fats, Oils and Grease) Program inspections and reports; performs bug and rodent control.
- Operates a variety of construction equipment, such as front-end loaders, air compressors, jackhammers, CCTV (closed circuit television) equipment, and a variety of hand tools and small equipment.
- Cleans and maintains process units.

- Learns to perform routine sample collections and laboratory tests.
- Maintains a variety of records and logs.
- Performs landscape and building maintenance, as assigned.
- Establishes positive working relationships with District staff, and the general public.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Works overtime, weekends, evenings and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker; serve "on-call" or "stand-by" on a regular basis.
- Performs other related duties as assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds; stoop, kneel, crouch, crawl, and climb during plant maintenance and repair work.
- Work in an environment with exposure to dust, dirt, hazardous materials, exposure to raw domestic sewage, chemicals, confined space entries, trenches, and significant temperature changes between cold and heat; stand and walk for extended time periods.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform detailed work under changing deadlines, and interact with all levels of District management, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for limited time periods; look at computer monitor for limited time periods.
- Travel by vehicle while conducting company business.

**QUALIFICATIONS:** *The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education, training and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent and a minimum of one (1) year of increasingly responsible experience in wastewater plant operations including maintenance, repair, treatment and collections responsibilities.

**License/Certificate:**

Possession of a valid Class B California driver's license and satisfactory driving record.

Possession of a Grade 1 Wastewater Treatment Plant Operator certificate from the California State Water Resources Control Board.

Ability to obtain a Grade 2 Wastewater Treatment Plant Operator certificate from the California State Water Resources Control Board within eighteen (18) months of hire date.

Possession of, or ability to obtain, a Grade 1 Collection System Maintenance certificate from the California Water Environment Association within eighteen (18) months of hire date.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

- Principles, practices, and procedures of wastewater treatment plant operations and sanitary sewer collection systems.
- Standard methods of bacteriological and chemical sewage sample collection, analyses and laboratory work, operational adjustments, and regulatory compliance.
- Installation, maintenance, repair, and testing of wastewater treatment plant equipment.
- Equipment inspection, maintenance and repair.
- Laws, regulations, codes and ordinances applicable to wastewater systems and safe work practices.
- District policies and procedures regarding customer service and relations.

**Ability to:**

- Perform the basic operations of a Wastewater Plant and collection system.
- Perform basic troubleshooting and maintenance work at wastewater treatment plants and pumping stations.
- Perform a variety of maintenance work at wastewater treatment plants and pumping stations.
- Operate and read plant measurement and recording equipment, interpret results and make adjustments.
- Perform standard water quality tests.
- Use proper safety precautions while working with chemicals.
- Maintain accurate records.
- Understand and follow oral and written directions.

- Provide excellent customer service.
- Skillfully and safely operate a motor vehicle and heavy equipment when required in the course of performing work duties.
- Establish and maintain excellent working relationships with District staff and the general public.
- Operate a computer and related software at a basic level.

**STATUS:** Non-Exempt

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