



July 22, 2019  
FLSA: Non-Exempt

## WASTEWATER PLANT OPERATOR I-II

### DEFINITION

Under direct or general supervision, performs a variety of activities at wastewater treatment facilities involved in maintaining safe and proper wastewater quality including sample collection, equipment monitoring, and laboratory tests and analyses; prepares and compiles related logs and records; and performs related duties, as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Exercises no direct supervision over staff.

**Wastewater Plant Operator I:** Receives direct supervision and functional and technical direction and training from the Chief Plant Operator.

**Wastewater Plant Operator II:** Receives general supervision and functional and technical direction and training from the Chief Plant Operator.

### CLASS CHARACTERISTICS

**Wastewater Plant Operator I:** This is the entry-level classification in the Wastewater Plant Operator series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level perform some of the same duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

**Wastewater Plant Operator II:** This is the journey-level classification in the Wastewater Plant Operator series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the policies and procedures of the work unit. Work is normally reviewed upon completion and for overall results. This class is distinguished from the Chief Plant Operator in that the latter provides direct supervision and technical and functional direction to lower-level support staff and is responsible for the more complex work.

Positions in the Wastewater Plant Operator class are flexibly staffed and positions at this level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a variety of activities at wastewater treatment facilities involved in maintaining safe and proper wastewater quality including sample collection, equipment monitoring, and laboratory tests and analyses; assists in assuring wastewater quality levels comply with established standards and requirements; performs treatment plant maintenance to ensure all structures, systems, and equipment operate in a clean, safe, and effective manner.
- Inspects, troubleshoots and diagnoses wastewater facility and equipment problems and malfunctions; repairs and replaces gauges, pumps, filters and various other controls, parts, and equipment as necessary; maintains related records; recommends major repairs as appropriate.
- Conducts laboratory tests and analyses to identify wastewater quality levels; utilizes a variety of laboratory equipment including dissolved oxygen (DO) meters, pH meters, ovens, lab scales, autoclaves, filters, incubators, and various instruments and hand tools; takes inventory of equipment and supplies and places orders as needed with supervisor approval.
- Performs regular operational and safety checks on safety equipment in compliance with District and State regulations; reports malfunctioning equipment to supervisor.
- Inspects and monitors equipment, gauges, and meters at treatment plants, pump stations, and other facilities to identify wastewater quality levels; assists in calibrating, modifying and adjusting equipment in response to wastewater quality characteristics.
- Collects wastewater samples to identify concentrations of chemical, physical and biological characteristics in accordance with established requirements and procedures; prepares glass tubes and bottles for sample testing and analysis.
- Interprets and records meter, gauge, and other monitoring equipment readings and test and analysis results; performs calculations as needed; prepares and compiles various records and logs related to samples, readings, results, dates, times and assigned duties; evaluates data and prepares reports.
- Maintains and collects samples from wastewater ponds; assists in assuring accuracy of water quality readings and test and analysis results; provides input concerning related procedures to enhance accuracy and efficiency; assists with developing schedules and time lines.
- Checks wastewater volume levels and flows as directed.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

*Some knowledge and abilities may be demonstrated by positions at the I-level in a learning capacity.*

### **Knowledge of:**

- Practices, procedures, equipment and techniques involved in conducting laboratory tests and analyses to identify wastewater quality levels.
- Basic principles of chemistry, physics and biology.
- Appropriate safety precautions and procedures.
- Gauges, meters and other monitoring equipment.
- General operations of a wastewater treatment plant.
- Wastewater sampling and testing techniques.
- Record-keeping and report preparation techniques.
- Mathematic calculations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or

generate documentation.

**Ability to:**

- Understand practices, procedures, equipment and techniques involved in conducting laboratory tests and analyses to identify wastewater quality levels.
- Interpret and record monitoring equipment and test and analysis results.
- Troubleshoot, diagnose and resolve wastewater facility malfunctions.
- Utilize a variety of laboratory equipment including DO meters, pH meters, ovens, lab scales, autoclaves, filters, incubators, and various instruments and hand tools.
- Prepare and compile various records, logs and reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to graduation from the twelfth (12<sup>th</sup>) grade.

Wastewater Plant Operator I: Some experience performing general maintenance is desirable.

Wastewater Plant Operator II: Two (2) years of work experience in the operation and maintenance of a wastewater treatment plant and related facilities.

**Licenses and Certifications:**

Wastewater Plant Operator I

- Possession of a Class B driver's license is required by the State of California, Department of Motor Vehicles, within one (1) year of appointment to perform the duties of the position.

Wastewater Plant Operator II

- Possession of a Class B driver's license is required by the State of California, Department of Motor Vehicles, to perform the duties of the position.
- Possession of a California Wastewater Treatment Plant Operator Grade I certification is required at the time of appointment.
- Possession of a California Wastewater Treatment Plant Operator Grade II certification is required within one (1) year of appointment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical, electrical, and/or bio hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.