

WATER PLANT OPERATOR I
WATER PLANT OPERATOR II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision (Water Plant Operator I) or general supervision (Water Plant Operator II), to perform a variety of skilled technical duties and semi-skilled labor in the operation and maintenance of the City's water treatment facilities; to perform adjustments and repairs to plant equipment; to ensure the safe and efficient delivery of clean water to residents; to collect water samples for chemical testing purposes; and to perform related duties as assigned.

CLASS CHARACTERISTICS

Water Plant Operator I – This is the entry level class within the Water Plant Operator series. Employees within this class are distinguished from the Water Plant Operator II by the performance of the more routine tasks and duties involved in the operation and upkeep of plant equipment and facilities. Employees are required to possess a State Water Resources Control Board Grade I Water Treatment Operator Certificate and, as mandated by the State, must operate the plant under supervision of a higher certified operator.

Water Plant Operator II – This is the journey level class within the Water Plant Operator series. Employees within this class are distinguished from the Water Plant Operator I by the performance of the full range of duties as assigned in the operation and upkeep of plant equipment and facilities. Employees at this level may function independently and exercise individual judgment. The minimum certification requirement for the II-level is a State Water Resources Control Board Grade II Water Treatment Operator Certificate. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this series are flexibly staffed and may be filled by advancement from the I level, or when filled from the outside, require prior experience. Advancement is not based on time in grade but solely at the discretion of the Water Utilities Director and the organizational needs of the department.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Performs a variety of skilled or semi-skilled maintenance duties involved in the operation and upkeep of plant equipment and facilities; reads meters, gauges and charts; regulates water flows in accordance with established procedures; adjusts and calibrates feed machinery for a variety of chemicals to keep treatment at prescribed standards; collects and labels water samples for chemical testing purposes; adjusts pump settings and chemical feed settings; maintains operating logs and records; operates and inspects plant equipment including pumps, valves, electric motors, switch gear, compressors, blowers, chemical mixers, engines and generators; cleans, oils and greases equipment; maintains buildings; makes minor repairs;

paints inside and outside of buildings; reports malfunctioning equipment; calls for maintenance assistance in the event of serious breakdowns; operates pumps and other allied equipment; inspects equipment to determine operating condition and makes necessary adjustment; changes chlorine tanks and cylinders; performs general maintenance and repair of equipment utilized in and around the plant; records instrument readings and changes charts; changes chemical tanks and cylinders; performs all necessary control tests and calculations to maintain efficient operations; records results of test and other measurements and plots data on graphs; may assist in training subordinates.

MINIMUM QUALIFICATIONS

WATER PLANT OPERATOR I

Knowledge of:

- Basic principles of water treatment plant operations.
- Basic tools and equipment used in the operation and maintenance of motors, engines, pumps and other water treatment plant equipment.
- Operational and safety regulations pertaining to water treatment plant operations and vehicle and equipment usage.
- Principles of water sampling and testing.
- Methods and techniques of preventive maintenance.
- Operational characteristics of water treatment plant equipment and tools.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Perform a variety of maintenance duties.
- Perform inspections of treatment plant equipment.
- Monitor and adjusts plant processes.
- Learn principles and procedures of water treatment plant operations.
- Learn to operate distribution system using SCADA controls.
- Learn to collect a variety of samples and conduct appropriate tests.
- Learn to operate a variety of water treatment plant equipment in a safe and effective manner.
- Learn operational and safety regulations pertaining to water treatment plant operations and vehicle and equipment usage.
- Learn methods, equipment, chemicals and materials used in the treatment, storage and distribution of water.
- Learn pertinent Federal, State and local laws, codes and regulations.
- Maintain and update accurate records.
- Prepare clear and concise reports.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience: One year experience in a capacity performing functions relative to the operation and maintenance of a water treatment facility.

Training: Equivalent to the completion of the twelfth grade supplemented by training in Water Treatment Operations or a related field.

License or Certificate:

- Possession of a Grade I Water Treatment Operator certificate issued by the State Water Resources Control Board. As mandated by the State of California, specialized and continuing education/training is mandatory for renewal of the certificate.
- Possession of or ability to obtain an appropriate, valid driver's license.

WATER PLANT OPERATOR II

In addition to the qualifications for Water Plant Operator I:

Knowledge of:

- Operations, services and activities of a water treatment plant.
- Principles and procedures of water treatment plant operations.
- Tools and equipment used in the operation and maintenance of motors, engines, pumps and other water treatment plant equipment.
- Methods, equipment, chemicals and materials used in the treatment, storage and distribution of water.
- Chemical and biological reactions in the treatment process.
- Basic laboratory practices and techniques.

Ability to:

- Operate and maintain water treatment plant facilities.
- Operate distribution system using SCADA controls.
- Ensure drinking water is in compliance with State and Federal guidelines and regulations.
- Collect a variety of water samples and conduct appropriate tests.
- Operate plant equipment and appropriate vehicles.
- Operate office equipment including computers.
- Operate a variety of water treatment plant equipment in a safe and effective manner.
- Work independently in the absence of supervision.

Experience and Training

Experience: Two years experience in a capacity performing functions relative to the operation and maintenance of a water treatment facility.

Training: Equivalent to the completion of the twelfth grade supplemented by training in Water Treatment Operations or a related field.

License/Certificate:

- Possession of, at a minimum, a Grade II Water Treatment Plant Operator certificate issued by the State Water Resources Control Board. As mandated by the State, specialized and continuing education/training is mandatory for renewal of the certificate. Additional certification(s) may be required to operate some treatment facilities.
- Possession of or the ability to obtain an appropriate, valid driver's license.

WORKING CONDITIONS

ENVIRONMENTAL CONDITIONS: Water treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, electrical energy, radiant energy, toxic materials, and inclement weather conditions; work in or with water.

PHYSICAL CONDITIONS: Essential functions may require maintaining physical condition necessary for standing, walking or bending for prolonged periods of time; heavy, moderate or light lifting; operating motorized equipment and vehicles; shift work.