



## Water Reclamation Facility Operator III

*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.*

### **SUMMARY DESCRIPTION**

Under direction of the Wastewater Treatment Plant Supervisor, supervises, assigns, reviews, and participates in the work of staff responsible for wastewater operations maintenance and repair activities on an assigned shift of the City's wastewater treatment plant and collection activities; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

### **IDENTIFYING CHARACTERISTICS**

The Water Reclamation Facility Operator III class is the first level supervisory position in the City's wastewater treatment system. The Water Reclamation Facility Operator III is responsible for the operations, maintenance, and repair of the City's wastewater plant equipment and system and supervision of assigned operations staff. The incumbent in this full supervisory level position is distinguished from the Wastewater Treatment Plant Supervisor in that the Supervisor level has the daily responsibility for the systems operation whereas the Water Reclamation Facility Operator III is responsible for an assigned shift or activity.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for wastewater operations maintenance and repair activities on an assigned shift of the City's wastewater treatment plant and collection activities.
2. Establishes schedules and methods for providing wastewater plant services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
4. Participates in the selection of wastewater plant staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
5. Participates in the preparation and administration of the wastewater treatment plant program

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- budget; submits budget recommendations; monitors expenditures.
6. Performs the more technical and complex tasks of the work unit including maintaining and updating the wastewater hazardous materials handling procedures.
  7. Inspects and checks the operation of the plant to ensure the plant is operating correctly; responds to plant emergencies; diagnoses and solves operational problems; monitors and adjusts plant controls as necessary.
  8. Trains staff in new plant operations methods, procedures, and techniques; assists in the development and monitoring of the plants safety programs; enforces plant safety regulations.
  9. Sets up the laboratory for daily testing and operation including the calibration of equipment; conducts laboratory testing of wastewater; analyzes results; performs calculations; makes adjustments as necessary; records results.
  10. Maintains an inventory of parts, supplies, and chemicals necessary for the efficient operations of the wastewater treatment plant; orders parts, supplies, and chemicals as necessary.
  11. Performs the full range of Water Reclamation Facility Operator duties as necessary.
  12. Assists in performing special projects as necessary including, studying and making recommendations on development proposals, basic site inspections, wastewater systems, and hazardous material management.
  13. Maintains records concerning operations and programs including required government and in- plant records and reports; completes and submits required water quality forms.
  14. Provides twenty-four hour standby when assigned.
  15. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Operations, services, and activities of a municipal wastewater treatment program. Wastewater treatment plant operations and processes.
2. Principles of supervision, training, and performance evaluation.
3. Basic principles and practices of municipal budget preparation and administration.
4. California Regional Water Quality Control Board and State Water Resources Control Board rules and regulations.
5. Advanced principles, practices, methods, and procedures for operation of a wastewater treatment plant.
6. Advanced principles of activated sludge, chlorine cylinder changes, and chlorine leak response.
7. Advanced methods and techniques of reading and interpreting gauges, recording devices, and related system monitors.

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8. Operating principles of plant equipment such as pumps and motors.
9. Tools, equipment, and procedures used in the operation and maintenance of wastewater treatment plant facilities.
10. Emergency maintenance and repair procedures related to wastewater treatment facilities.
11. Advanced laboratory methods including sampling techniques.
12. Chemical and biological tests used in monitoring wastewater treatment plant processes.
13. Maintenance and operation of equipment commonly found in a wastewater treatment plant.
14. Troubleshooting and exercising innovative techniques in response to mechanical problems.
15. Principles and practices of record keeping and reporting.
16. Office procedures, methods, and equipment including computers and applicable software applications.
17. Occupational hazards and standard safety practices.
18. Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

1. Supervise, organize, and review the work of assigned staff involved in wastewater treatment plant operations.
2. Select, train, and evaluate staff.
3. Recommend and implement goals, objectives, policies and procedures for providing wastewater treatment plant services.
4. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
5. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
6. Prepare clear and concise reports.
7. Participate in the preparation and administration of assigned budgets.
8. Perform technical procedures in plant operation.
9. Inspect plant operations and detect problems.
10. Maintain and repair plant facilities and equipment.
11. Operate and maintain a variety of wastewater treatment plant equipment and facilities.

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12. Monitor and maintain plant processes at an optimal and cost effective level.
13. Adjust controls and treatment processes located in a wastewater treatment facility.
14. Read and interpret gauges and recording devices monitoring plant operations.
15. Operate assigned equipment and tools in a safe and effective manner.
16. Perform routine maintenance.
17. Follow and direct others to follow safe work practices, exercise sound judgment in response to operational problems.
18. Plan and organize work to meet changing priorities and deadlines.
19. Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
20. Work cooperatively with other departments, City officials, and outside agencies.
21. Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
22. Communicate clearly and concisely, both orally and in writing.
23. Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in wastewater treatment plant operations and/or maintenance.

**Experience:**

Three years of responsible experience relative to the operation and maintenance of a wastewater treatment facility.

**License or Certificate:**

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

Possession of a California Wastewater Treatment Plant Operator Grade III certificate issued by the State Water Resource Control Board.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**

Wastewater treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents

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may be required to work evenings, nights, and weekends.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in a wastewater treatment plant and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

**Vision:**

See in the normal visual range with or without correction.

**Hearing:**

Hear in the normal audio range with or without correction.

Date Established:

Date Revised: June, 2004

*Johnson & Associates*