

POLICY TITLE: JOB DESCRIPTION - OPERATOR I
POLICY NUMBER: 2190

2190.1 THE POSITION AND DUTIES

Under general supervision, participate in all aspects of the operation of a wastewater treatment plant, perform a variety of technical tasks relative to assigned areas of responsibility, and may supervise, assign and review work of subordinate staff for operating and maintaining the collection system, wastewater treatment plant, water reuse facilities, and wetlands. In accordance with established procedures, under direct supervision, learns and assists in the inspection, maintenance, and operation at the District's wastewater treatment facilities including sewer collections system, pump stations, treatment plant; and to perform other job - related work as required.

Examples of Duties: In carrying out the tasks of operating, inspecting, and maintaining wastewater facilities, learns and observes proper safety precautions, rules, regulations, and practices; maintains tools, equipment, materials, and worksite in proper and safe condition in accordance with District policy. Will be required to drive a truck and operate industrial equipment; work on rotating shifts, direct the work of subordinate employees; and perform related duties as assigned.

Learns and performs stops, starts, and isolates equipment as required for repairs using approved lock out tag out procedures.

2190.2 REQUIRED QUALIFICATIONS

Graduation from an accredited high school or equivalent.

Must possess and maintain a valid class C California driver's license. Must have the ability to acquire and maintain a class B California driver's license within three months of start date.

Must continue to meet all of the provisions of the District to be insured with the terms and condition of the District's insurance program as conditions of employment.

Must possess the physical ability to perform the critical and important duties of the class, including sufficient strength to safely lift 50 pounds.

Must pass a pre-employment physical examination.

Must take and pass a drug test in conjunction with the pre-employment physical examination. All employment offers will be contingent upon passing the physical examination and drug test.

As a condition of continued employment must possess and maintain a Grade I Wastewater Treatment Plant Operator's Certificate issued by the State of California Water Resources Control Board.

Knowledge of operation and maintenance procedures of plant controls and equipment; operation of biological and physical processes, and all applicable state and federal regulations and requirements for plant operation and discharge.

Ability to:

- Establish and maintain effective working relationships with coworkers and the public.
- Clearly and effectively speak, read and write in English.

Typical Tasks:

- Operates, checks, repairs and maintains the wastewater/recycled water collection treatment and reclamation facilities including equipment such as pumps, valves, screens, clarifiers, centrifuge, sludge thickener, sludge digesters, boilers, air compressors, control systems (PLCs, SCADA systems ,etc.) and disinfection to ensure maximum efficiency.
- Performs flushing and cleaning of channels, screens, wells, wet wells, weirs and decks.
- Performs sampling of wastewater, scum, grit, sludge and other materials at established times; standardized testing; various process changes; flow and pumping frequencies; process observations; meter, gauge and chartings; record keeping and other duties performed by operators, and report any operating difficulties or failures.
- Transports equipment and materials throughout the plant, operates a backhoe/loader; loads and unloads materials, supplies and equipment; assists in the storage and transfer of chemicals.
- Uses common hand and power tools; drives a motor vehicle in the performance of the work.
- Utilizes complex valving schemes and flow patterns specific to a variety of treatment processes.
- Operates and maintains sewer line maintenance equipment such as rodders, vacuum trucks, and truck mounted hydro - flush units, and responds to emergency calls for sewage stoppage and cleanup of overflows and reports to proper authorities; performs routine and corrective maintenance on the sewer system; supervises other maintenance personnel. Maintains facilities in a neat, clean and sanitary condition by cleaning, sweeping, hosing down, and maintaining buildings and grounds, equipment, piping, valves, etc.; performs routine maintenance and paint of machinery, structures, equipment,

and piping.

Other Requirements: Must have the willingness and ability to: work any shift; work holidays, weekends, scheduled and emergency overtime, be available on-call with a 30 minute response time; work under adverse conditions such as in confined and awkward spaces, in heat, cold and rain and in potentially hazardous areas; and attend classes, seminars and workshops, as required.

Special Requirements: Essential duties require the mental and/or physical ability to: see fine details; hear voices over machinery; smell odors; move fingers and hands dexterously; climb, bend, stoop, stand for long periods of time; safely lift up to 50 pounds; safely wear self-contained breathing apparatus; and work in confined spaces.