
WATER TREATMENT PLANT SHIFT OPERATOR

Department: Production
Range:

FLSA Status: Non-Exempt
Effective Date: September 1, 2010

General Purpose

Under general direction of the Chief Operator, to serve as a Shift Operator in performing the daily activities for the safe and optimal operation of the District Water Filtration and Treatment Plant in compliance with all applicable State of California, Department of Health Services regulations; to perform advanced journey level preventative plant and equipment maintenance; to take, test, and record water samples and make chemical adjustments; and to perform other related duties as required.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Performs the daily activities and operations of the District's Water Filtration and Treatment Plant in compliance with all applicable rules and regulations.
- Authorizes plant start ups, shut downs, and emergency repairs in the absence of the Superintendent/Chief Operator.
- Takes appropriate water analyses and has authority to make decisions and direct support personnel in maintaining operations of the District Water Filtration and Treatment Plant during his/her assigned shift.
- Serves on a rotating shift and serves "on call" with a District cell phone after hours, weekends and holidays which fall within the assigned shift.
- Leads and participates in the work of operators engaged in the preventative maintenance of the Water Filtration Treatment Plant and related equipment.
- Assists in scheduling equipment maintenance and overseeing on-site contractors' performance.
- Inspects, operates, and maintains a variety of equipment; makes operating adjustments as needed.
- Takes, tests, and records regular water samples; assists with special water quality testing.

- Maintains and operates disinfection equipment and makes chemical adjustments as necessary; responds to all chlorine alarms as a member of the District's Emergency Response Team.
- Checks, and records meters and other gauges; adjusts and calibrates instruments; takes and logs a variety of readings.
- Performs a variety of construction and maintenance of all equipment at the Water Filtration Treatment Plant.
- Accounts for materials and equipment, including ordering and maintaining chemical and water treatment supply inventory.
- Prepares and reviews all related reports; maintains historical reports and water quality results in an organized manner.
- Assists in the review of plans, specifications, and regulatory requirements.
- Assists in the preparation of the District's Consumer Confidence Report.
- Records findings, prepares reports, and maintains logs.
- Performs a variety of skilled and semi-skilled water system repairs and maintenance, as needed or assigned.
- Cross-trains in other department job duties.
- Maintains assigned District vehicle including servicing and periodic safety checks.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Water distribution and treatment procedures, equipment, materials, and tools used in the operation and maintenance of a Water Filtration Treatment Plant and related equipment.
- The California Code of Regulations, Title 22.
- Automatic control valves, system analyzers, and their maintenance.
- Calculations for optimal chemical feed adjustments.
- Operation of telemetry equipment/SCADA system and system alarm mechanisms.
- Domestic water sampling techniques and chlorination equipment/control.

- The District's distribution system.
- District policies, rules, procedures and regulations related to water production service, treatment and repairs.
- Blending operations and equipment.
- Methods and practices of basic facility construction, maintenance, and repair work.
- Cross Connection Control practices for detection of contamination into the water system.
- Routine record keeping.
- Modern office procedures, methods and equipment including computers.
- Safe work practices.

Ability to:

- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on Water Filtration Treatment Plant and equipment.
- Compile, evaluate, and analyze operational data and perform appropriate actions.
- Independently perform the most complex, skilled, and responsible aspects of water production and treatment work.
- Train lesser-skilled staff in water treatment maintenance and repair work.
- Determine work methods and materials for assigned jobs.
- Make mathematical calculations accurately.
- Maintain accurate statistical records.
- Read and interpret a variety of charts and gauges.
- Perform skilled responsible water system maintenance duties at an advanced journey level.
- Perform heavy physical labor.
- Communicate clearly and concisely.
- Establish and maintain cooperative working relationships.
- Understand and carry out oral and written instructions.
- Observe proper safety precautions.
- Work overtime as required.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software.
- Work under emergency conditions, day or night, and be willing to work when called any time during a 24-hour period.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

A high school diploma or satisfactory equivalent, and

Experience:

A minimum of five (5) years of progressively responsible experience in the preventative maintenance of pumps, wells, water filtration plants and related equipment.

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of a valid, Grade III Water Treatment Operator's Certificate, issued by the State of California Department of Public Health.

Possession of a valid, Grade II Water Distribution Operator's Certificate, issued by the State of California Department of Public Health.

Completion of one (1) semester of Cross-Connection/Backflow Prevention training.

Completion of forty (40) hours of Hazardous Waste Response Training.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.