

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: October 21, 2013

POSITION TITLE: **WASTEWATER PLANT OPERATOR I/II/SENIOR**

GRADE LEVEL: O / K / H

SUPERVISOR TITLE: Wastewater Operations Supervisor

FLSA STATUS: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under direct progressing to general supervision, performs a variety of wastewater plant operation, laboratory analysis, pretreatment program, and maintenance duties.

CLASS CHARACTERISTICS

Wastewater Plant Operator I

This is the entry-level position in the Wastewater Plant Operator class series. Positions assigned to this level may be either an operator in training or a grade I operator. This position performs limited or routine plant operation and maintenance duties under the direct supervision of a certified wastewater treatment plant operator. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field. This position performs duties for which the Office of Operator Certification requires an operator certificate. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.
















Wastewater Plant Operator II

This is the journey level position in the Wastewater Plant Operator class series. Positions assigned to this level perform a full range of wastewater treatment duties under general supervision. Because employees at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This position performs duties for which the Office of Operator Certification requires an operator certificate. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

Senior Wastewater Plant Operator

This is the advanced journey level classification in the Wastewater Plant Operator class series. Positions assigned to this level independently perform highly technical and specialized wastewater treatment duties at a level beyond that found at a journey level. They may also provide lead supervision to lower level staff including assigning work and providing technical assistance and training in the completion of assigned duties. This position may oversee and direct the operation or a phase of the operation of a water reclamation plant during a specific work period. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.




EXAMPLE OF DUTIES (Duties include, but are not limited to the following):

-  Operate treatment facilities to meet state and federal requirements
-  Monitor gauges, meters, and controls for variations in plant functions. Alter plant operation to correct deviations found
-  Conduct periodic plant and equipment inspections
-  Conduct and interpret laboratory test data to determine proficiency of plant functions and state and federal discharge requirements
-  Prepare and maintain accurate plant records including daily operating records, lab test results, and maintenance logs. Prepare reports required by discharge permits, state and federal agencies and District management
-  Perform maintenance to all plant-related equipment
-  Perform related duties as assigned
-  Perform and document air quality monitoring testing
-  Perform proper lock-out/tag-out procedures
-  Perform housekeeping duties as required to prevent accidents and maintain the appearance of the facility.
-  Respond to emergencies involving plant equipment failure or chemical leaks.
-  Utilize the Computerized Maintenance Management System (CMMS) to generate and complete work orders
-  Utilize the ERP system to generate and track purchase orders and to record time worked
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-  Assist Collections and Plant Maintenance departments as required

QUALIFICATIONS

Wastewater Plant Operator I or Operator in Training

Knowledge of:

-  Basic wastewater treatment plant operations
-  Standard laboratory and testing techniques
-  Apply basic SCADA operations

- ✎ Proper work safety standards

Ability to:

- ✎ Operate a variety of hand and power tools
- ✎ Follow written and verbal instructions and work effectively with other plant operators
- ✎ Operate forklift and mule for daily plant operations and solids handling
- ✎ Establish and maintain effective working relationships with those encountered in the course of the work day
- ✎ Read, understand and comply with the District's Safety, Health and Environmental policies
- ✎ Respond to emergency situations as necessary
- ✎ Be continuously available for communication via telephone or radio for purpose of communications and safety during normal working hours

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: One (1) to two (2) years of wastewater utility experience.

Training: Equivalent to completion of the 12th grade supplemented by specialized training in wastewater treatment.

Licenses and Certificates:

- ✎ Wastewater Treatment Plant Operator I Certification - SWRCB required, or ability to obtain Operator in Training Certification immediately and obtain Wastewater Treatment Plant Operator I Certification - SWRCB within 24 months
- ✎ Forklift, Confined Space Entry, and Haz-Mat Tech OSHA 1910.120 certifications, required or obtain within one (1) year
- ✎ Valid California driver's license, required

*In addition to the qualifications for **Wastewater Plant Operator I:***

Wastewater Plant Operator II

Knowledge of:

- ✎ Meters and control devices

Ability to:

- ✎ Perform and interpret standard lab tests
- ✎ Participate in the District Wastewater Pretreatment & Inspection Program

- ✎ Generate necessary requisitions for tools, equipment and supplies needed
- ✎ Coordinate work assignments with other sections, divisions, and departments
- ✎ Proper handling and connection of all chemical deliveries such as chlorine, polymer, alum etc. following all safety procedures ✎ Identify and implement effective courses of action to complete assigned work
- ✎ Read and interpret plans, specifications, and manuals
- ✎ Exercise independent judgment and initiative within established guidelines
- ✎ Observe and interpret situations
- ✎ Deal with changing, critical deadlines

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Two (2) or more years of increasingly responsible experience in a wastewater treatment plant or two (2) years as Wastewater Treatment Operator I.

Training: Any combination of formal or informal training and education that provides the ability to read or write at a level required by the assigned duties.

Licenses and Certificates:













- ✎ Wastewater Treatment Plant Operator 2 Certification - SWRCB, required
- ✎ Haz-Mat Tech - OSHA 1910.120, required or obtain within one (1) year
- ✎ Forklift & Confined Space Certification, required or obtain within one (1) year
- ✎ Valid California driver's license, required

*In addition to the qualifications for **Wastewater Plant Operator II:***




Senior Wastewater Plant Operator

DUTIES (Additional duties include, but are not limited to the following):




- ✎ Lead and participate in a full range of wastewater treatment services, including but not limited to detailed SCADA operations for plant monitoring and process control
- ✎ Continuous monitoring of all plant alarms (plant re-set and adjustments as needed per alarm) plant flows, headworks level, EQ basin level, (AWT flow adjustments throughout the day), influent flows, CL2 feed and residual, (adjustments if necessary), filter backwashes, filter effluent turbidity, SBR tank levels, proper air flow and tank sequencing, quality of decants, lab results of MLSS and total solids for process modifications and SBR set point modifications
- ✎ Perform additional analyzer calibrations as needed

-  Monitor chemical feed for dewatering and AWT process
-  Monitor proper settling in clarifiers, internal recycle flows, and sludge blanket levels
-  Monitor all plant equipment: pumps, motors etc., initiating maintenance requests for repairs as needed
-  Follow all laws, codes and regulations, policies and procedures pertaining to wastewater treatment, the laboratory, and pretreatment compliance inspections program: monthly, quarterly, and annual compliance requirements
-  Perform duties related to the District Sewer Ordinance and Federal Pre-Treatment and Certified Laboratory Programs
-  Perform all required laboratory testing and perform ELAP certification testing
-  Conduct in-depth facility inspections of various industrial facilities
-  Follow all State and Federal regulations and utilize knowledge of toxic and hazardous materials storage and management to advise businesses and ensure compliance
-  Identify and responds to illicit discharges
-  Follow policies and procedures needed to maintain Municipal Storm water NPDES permit requirements
-  Independently identify job tasks and perform required duties without detailed instruction.
-  May assist in training or instructing others in the work duties

Knowledge of:

-  District wastewater treatment sites and facilities
-  Advanced wastewater treatment practices and principles
-  Applicable laws, codes and regulations

Ability to:

-  Follow all laws, codes and regulations, policies and procedures pertaining to Wastewater, Laboratory, and Pretreatment Compliance Inspections Program: monthly, quarterly, and annual compliance requirements
-  Access SCADA system via outside internet source for alarm monitoring and process control as needed
-  Analyze and solve complex problems

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Four (4) or more years of increasingly responsible experience in a wastewater treatment plant or two (2) years as Wastewater Plant Operator II.

Training: Any combination of formal or informal training and education that

provides the ability to read or write at a level required by the assigned duties.

Licenses and Certificates:

- ✎ Wastewater Treatment Plant Operator 3 Certification - SWRCB, required
- ✎ Haz-Mat Tech - OSHA 1910.120, required or obtain within one (1) year
- ✎ Forklift & Confined Space Certificate, required or obtain within one (1) year
- ✎ Valid California driver's license, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:


- ✎ Operate a District vehicle to travel between job sites, and while on duty
- ✎ Carry, push, pull, reach, and lift equipment and parts up to 60 lbs
- ✎ Stoop, kneel, crouch, crawl, and climb during regular duties
- ✎ Communicate verbally with District staff in face-to-face, one-to-one settings
- ✎ Stand and walk for extended periods
- ✎ Hearing and vision within normal ranges
- ✎ Heavy exertion of energy
- ✎ Certified to wear a Self-Contained Breathing Apparatus (SCBA)

The essential functions of this position may expose the employee to the following working conditions:

- ✎ Toxic or caustic chemicals
- ✎ Bacteria, viruses, and parasites
- ✎ Biological and blood borne pathogens
- ✎ Water hazards
- ✎ Wet or humid conditions, fumes, or airborne particles
- ✎ Noise level is frequently above 85db
- ✎ Moving mechanical parts
- ✎ Animals and insects (dogs, bees, spiders, snakes, etc.)
- ✎ Electrical hazards
- ✎ High and precarious places
- ✎ Confined spaces
- ✎ Traffic hazards
- ✎ Excavation and trenching
- ✎ Extreme outside weather conditions

OTHER REQUIREMENTS

- ✎ May be required to work nights weekends, scheduled and emergency overtime as necessary

 Must reside within a 30-minute response time to the District boundary Required to serve stand-by duty as assigned by management

Employee Signature

Date

Supervisor/Manager Signature

Date