



## WASTEWATER OPERATOR I/II/III

### **ESSENTIAL FUNCTION**

Performs semi-skilled and skilled work in the inspection, operation, and maintenance of the District's wastewater treatment plant and related lift stations including primary, secondary, tertiary and solids treatment processes.

### **DISTINGUISHING CHARACTERISTICS**

These are the certified levels of the Wastewater Operator series. Positions in these classifications are distinguished from the trainee level in that they perform a broader range of duties, perform more technically complex tasks, and are supervised less closely. Positions in these classes are flexibly staffed. General supervision is provided by the Supervisor of Technical/Field Operations. Technical or functional supervision may be provided by other treatment plant personnel.

**Wastewater Operator I** is the entry-level classification in the certified Wastewater Operator series. As experience and proficiency are gained, assignments will become more varied and difficult and supervision become more general rather than direct.

**Wastewater Operator II** is the journey level classification in the Wastewater Operator series. Employees in this classification perform a broader range of duties, more technically complex tasks, are supervised less closely, are expected to set an example of professional efficiency, and may occasionally provide technical direction to less experienced staff.

**Wastewater Operator III** is the advanced level classification in the Wastewater Operator series and is involved in work that is complex and requires considerable experience, skill and technical knowledge. Employees are required to lead and perform a broad range of duties and tasks while setting an example of professional efficiency.

### **ESSENTIAL DUTIES**

Employees in this classification series may perform any combination of duties assigned to this classification series. The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification.

#### **Wastewater Operator I/II**

Performs and monitors daily plant processes and maintain appropriate records and logs.

Operates wastewater treatment facilities and lift stations to control flow and processing of wastewater, sludge, and effluent.

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Monitors and performs routine adjustment and maintenance work on valves and gates, engines, electric motors, gauges, meters, control panels and related equipment and facilities to control and adjust flow and treatment processes.

Operates treatment plant vehicles, portable equipment and stationary machinery as required.

Collects samples and performs routine laboratory tests.

May assist in the training of less experienced operators.

Performs any other duties that are appropriate for the scope and level of responsibility of this series.

### **Wastewater Operator III**

In addition to the duties performed by the Wastewater Operator I/II:

Lead and participate in the operation of wastewater treatment and lift station facilities to control flow and process wastewater, sludge and effluent.

Observe variations in operating conditions, interpreting meter and gauge readings and test results to determine processing requirements, and make necessary process changes.

Lead and assist in the startup, maintenance, operation, inspection, and shutdown of all plant equipment.

Identify mechanical, electrical, instrument and equipment problems, deficiencies and malfunctions; document and report concerns accurately to ensure appropriate action will be taken.

Promote and participate in equipment, process and safety training.

Lead and participate in collection of samples and perform routine laboratory tests and interpret results.

Lead and train other treatment plant personnel as assigned.

### **KNOWLEDGE AND ABILITIES**

Knowledge of the following is required to perform the essential duties of this classification.

#### **Wastewater Operator I/II**

- Functions and purpose of wastewater disposal systems
- Routine cleaning and basic operation of wastewater treatment equipment

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- Basic principles of mechanical, maintenance, and electrical systems
- Safe working practices pertaining to work within a treatment plant facility
- Mathematics as required to perform the responsibilities of the position
- Modern wastewater treatment principles, methods and practices
- Routine wastewater sampling and control test procedures
- Hazardous gases associated with treatment of sewage
- Basic knowledge of electronics and hydraulics

### **Wastewater Operator III**

In addition to the knowledge needed for Wastewater Operator I/II:

- Advanced wastewater treatment processes, including primary, secondary, tertiary and solids processes
- Standard practices, materials, tools and equipment used in mechanical or electrical repair of minor and major mechanical equipment systems
- Safety hazards and appropriate precautions applicable to work assignments

Ability to do the following is required to perform the essential duties of this classification.

### **Wastewater Operator I/II**

- Clean and provide minor maintenance and adjustments of equipment
- Recognize and report unusual, inefficient or dangerous operating situations
- Maintain basic records of plant operations and prepare written and oral reports of work performed
- Understand and follow oral and written directions
- Establish and maintain cooperative relationships with those contacted in the course of work
- Use and care for bench and hand tools, machines, and equipment used in plant operations
- Learn to work from sketches, blueprints, and diagrams
- Learn and observe all appropriate safety precautions as required by the District, including the District's Respiratory Protection Program
- Work on-call as assigned which may include evenings, weekends and holidays
- Perform basic mathematics calculations accurately
- Learn to interpret standardized process control tests and adjust plant equipment accordingly

### **Wastewater Operator III**

In addition to the abilities needed for Wastewater Operator I/II:

- Inspect plant equipment and recognize inefficient, unusual, or dangerous operating conditions
- Perform process control tests and adjust plant operations accordingly
- Adjust operating schedules to meet changing conditions or emergencies
- Train and lead less experienced or certificated personnel

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- Communicate effectively, both orally and in writing
- Independently perform plant operations work

#### **EXPERIENCE AND EDUCATION**

Any combination of training and experience that demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed) will be considered. A person with the following training and experience would typically qualify to compete in a selection process.

#### **Wastewater Operator I**

##### **Experience**

A minimum of one year of full-time experience as an Operator-in-Training at SAM or one year of full-time experience in the operation, repair and maintenance of equipment such as pumps, motors, and related apparatus in a wastewater treatment plant.

##### **Education**

High school diploma, or equivalent, supplemented by courses necessary for certification.

##### **License or Certificate**

Must possess a Grade I California Wastewater Treatment Plant Operator certificate issued by the State of California Water Resources Control Board.

#### **Wastewater Operator II**

##### **Experience**

Two years of full-time experience as a wastewater operator at SAM or two years of full-time experience in a wastewater treatment facility in a position equivalent to a Wastewater Operator I.

##### **Education**

High school diploma, or equivalent, supplemented by courses necessary for certification.

##### **License or Certificate**

Must possess a Grade II California Wastewater Treatment Plant Operator certificate issued by the State of California Water Resources Control Board.

#### **Wastewater Operator III**

##### **Experience**

Three years of full-time experience as a Wastewater Operator II at SAM or three years of full-time experience in a wastewater treatment facility in a position equivalent to a Wastewater Operator II.

##### **Education**

High school diploma, or equivalent, supplemented by courses required for certification.

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#### License or Certificate

Must possess a Grade III California Treatment Plant Operators certificate issued by the California State Water Resources Control Board.

#### **OTHER REQUIREMENTS**

These requirements apply to all classifications within this series.

Must have and maintain a satisfactory driving record and be insurable by SAM for the operation of SAM vehicles. Must have and maintain a Class C California driver's license. Must meet all written, physical, testing, and notification requirements established by the Department of Motor Vehicles.

Have or obtain valid First Aid and CPR certificates within one year of hire or promotion into this series.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9" off the ground (such as for a manhole cover). Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; to wet and/or humid conditions; and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

Employees of SAM are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities that promote the protection of public health and safety or the preservation of lives and property, either at the District or within the local or their own community.

#### **EMPLOYMENT CONDITIONS**

Fair Labor Standards Act Overtime: Non-Exempt

Collective Bargaining Representation Unit: Local 39

Appointment and Removal Authority: General Manager

Approved: 7/13/2016