



## Job Description

<b>Title: Water/Wastewater Operator I</b>	<b>FLSA Status: Non-Exempt</b>	<b>Created:</b>
<b>Supervisor: Water/Wastewater Manager, Water/Wastewater Operator III</b>	<b>Supervises: N/A</b>	<b>Revised:</b>
<b>Job Family: Public Works</b>	<b>Bargaining Unit: Public Works</b>	<b>Approved: 05/04/2021</b>

### JOB SUMMARY:

Under the general direction of the Water/Wastewater Manager, Operator II and III, assist in a variety of duties involved in the operation, maintenance and repair of the City’s water systems and the wastewater treatment plant, facilities and related equipment; perform water & wastewater quality and other testing for regulatory compliance; assist with inspecting and repairing system and performing preventive maintenance on plant processing equipment; operate a variety of power-driven and heavy equipment to perform assigned duties.

### DISTINGUISHING CHARACTERISTICS:

The Water/Wastewater Operator I is the entry level classification in the water/wastewater treatment plant series. Incumbents within this class work under the general supervision of the Water/Wastewater Operator II and III, possess a Certified Water Treatment and Distribution Operator Certification - Grade I, Grade I Wastewater Treatment Plant Operator Certificate and perform general operations, repair and maintenance duties for the City’s water treatment and distribution facilities. The Water/Wastewater Operator II classification is required to possess a Certified Water Treatment & Distribution Operator Certification - Grade II, a Grade II Waste Water Treatment Certificate and perform full range of duties in the operation, maintenance, installation and repair of the City’s water distribution system. Incumbents within the Water/Wastewater Operator II class also work under general supervision but are distinguished from the Water/Wastewater Operator I level by the increased technical complexity in their work and by the greater independence within which they are expected to operate. The Water/Wastewater Operator III classification is the advanced level within this series and require that incumbents assume inspection, servicing, testing and adjustment of wastewater treatment plant operations, equipment, systems and facilities. Incumbents within the Operator III class are distinguished by their increased knowledge and experience, overall independence in completing operational tasks, and the required possession of a Grade III Wastewater Treatment Plant Operator Certificate and Water Distribution Operator III issued by the State of California Water Resources Control Board and a Grade II Water Treatment Certificate issued by the State Water Resource Control Board.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with a variety of duties related to the distribution of City’s water supply; provide support in the operation, maintenance and repair of the City’s water, drinking wells and wastewater systems and equipment, including wastewater treatment facilities to control flow of water, wastewater, sludge, and effluent.
- Monitor water and wastewater equipment and systems including: motors, pumps, feeders, clarifiers, valves, gates, vehicles, including, front-end loader, dump truck, tractor and attachments, forklift, and pick-up trucks, screening equipment, gear boxes, belt drives, and various other pieces of equipment; diagnose and repair mechanical and electrical malfunctions; replace system components as needed; lubricate, change oil on pumps and motors and perform preventive maintenance as needed.
- Assist with inspecting and cleaning water pumps, motors, feeders and equipment for plant operations; flush and remove obstructions from sewer lines; repair or replace valves, control devices, pipes, fittings and various other fixtures, parts and equipment; maintain electrical equipment; inspect pumps and reservoirs; perform preventative and corrective maintenance on all facilities.
- Monitor startups and shut downs of solid handling equipment, pumps, motors, treatment process equipment, and other related equipment for routine operations, maintenance, and during emergencies.

- Read and record plant flow readings; assist in conducting a variety of routine water quality laboratory tests; adjust chemical levels as needed per instructions; prepare a variety of reports on water testing; read and record meters, dials, gauges, charts and other information gathering instruments to ensure appropriate operational control and record keeping.
- Inspect meters and connections and perform repairs and replacements as needed.
- Respond to water and sewer line emergencies as needed; participate in clean-up activities after major storms; notify appropriate staff of electrical, facilities and equipment malfunctions as required.
- Prepare and compile various records related to sewer and water systems, chemicals, cleaning, maintenance, fire hydrants, meter readings, inventory and assigned activities; perform data entry and generate self-monitoring and other records and reports related to water testing and system monitoring
- Assist in the inspection of lift stations; monitor and evaluate existing or potential problems; clean sewer mains; remove obstructions and larger debris; perform landscape maintenance, including: weeding, pruning, raking, pesticide spraying, and watering.
- Participate in the monthly reading of water meters for the purpose of billing
- Assist with the application of chlorine and other water treatment-related chemicals to adjust water quality as required; monitor and record meter readings of water consumption levels; perform treatment process adjustments based upon information gathered, samples taken, readings recorded and per the direction of supervisor.
- Maintain appearance of the plant and related facilities to ensure neatness, order, cleanliness and sanitary conditions; perform general janitorial work including: sweeping, mopping, dusting, bathroom cleanup, window washing; paint equipment and buildings as required; pressure wash and steam clean equipment.
- Adhere to the City approved safety rules and policies; inform supervisor of any unsafe conditions, accidents, or injuries. report missing broken, or lost tools and equipment; drive a vehicle to conduct work.
- Assist in maintaining adequate inventories of ferric chloride, chemical, polymer, oil, grease, chlorine, chlorine and sulfur dioxide gas, shop, and other supplies essential to plant operation.
- Gather, clean, and store all tools and equipment after use.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Knowledge of:**

- Standard tools, equipment, materials, methods and techniques used in general construction, maintenance and repair.
- Care, maintenance, and repair of mechanical equipment including pumps, valves, and electric motors.
- Mechanical and piping systems including hydraulics, valves, pumps, motors, filters, compressors, tanks and water and wastewater lines.
- Appropriate safety precautions and procedures.
- Operation of hand and power tools and equipment.
- Proper lifting techniques.
- Legal and defensive driving practices.
- Basic record-keeping techniques.
- Basic mathematical principles.
- Safe driving principles and practices.

#### **Ability to:**

- Assist with a variety of activities involved in the installation, maintenance and repair of municipal water and wastewater systems, lines and equipment.
- Learn to operate a variety of heavy and light equipment including backhoes, loaders, graders, dump trucks, flushers and various hand and power tools.
- Learn practices, procedures, methods and materials involved in the installation, cleaning, maintenance and repair of water and wastewater lines, valves, pipes, fittings, fire hydrants and related infrastructure.
- Learn materials, methods, and practices used in the operation of water system and wastewater treatment facilities and equipment.
- Learn to read meters and gauges correctly and to act quickly and competently.

- Learn policies and operating routines of the water system and wastewater treatment facilities.
- Learn pertinent Federal, State, and local laws, codes, and regulations.
- Observe health and safety regulations.
- Understand and follow oral and written instruction.
- Observe legal and defensive driving practices.
- Prepare and compile routine records related to work performed.
- Learn operational characteristics of specialized water system and wastewater treatment equipment.
- Make routine repairs and adjustments to motors, pumps, and other equipment.
- Perform accurate mathematical calculations.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- One year experience in general operations, repair and maintenance.

**Licenses, Certifications and other Requirements:**

- Valid California Class C driver's license.
- Possession of Water and Distribution Operator Certification issued by the State Water Resource Control Board – Grade I.
- Possession of a Wastewater Treatment Plant Operator Grade I Certificate and a Water Treatment I Certificate issued by the State of California Water Resources Control Board.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/outdoor work environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, gases.

**Physical Demands:**

- Dexterity of hands and fingers to operate a variety of equipment.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Bending at the waist, stooping, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Seeing to operate equipment and read a variety of materials.
- Hearing and speaking to exchange information.
- Climbing ladders.
- Heavy physical labor.

**Hazards:**

- Working around and with machinery having moving parts.
- Working in a cramped or restrictive work chamber.
- Infectious materials from wastewater.
- Working at heights.
- Chemical fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.