



Job Description

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

JOB SUMMARY:

Under the general direction of the Water/Wastewater Manager, Operator III, organize, monitor, test and adjust wastewater quality at the City of Livingston’s wastewater treatment plant; adjust pump and valve controls; gather water quality samples and adjust chemical controls; read and monitor water meters; perform skilled repair and maintenance of related equipment and systems; maintain records and service logs; Organize, monitor, test and adjust water quality at the City of Livingston’s Water treatment plants and Well Sites; ensure treated water meets regulatory and State compliance levels according to established guidelines; adjust pump and valve controls; gather water quality samples and adjust chemical controls; read and monitor water meters; perform skilled repair and maintenance of related equipment and systems; maintain records and service logs; supervise assigned staff.

perform a variety of journey-level duties in the treatment and maintenance of the City’s water distribution system; operate and maintain water wells, pumping equipment, piping systems and related components within the City’s water system; inspect meters and service lines for leaks and malfunctions; monitor and record meter readings of water consumption levels and perform related adjustments as needed; monitor chemical dosages and adjust water quality to appropriate levels.

DISTINGUISHING CHARACTERISTICS:

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 plants, wastewater plant, all pump stations and 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. 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 the 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate and maintain water wells and pumping equipment including electric motors, diesel and natural gas engines, pumps, meters, air compressors and emergency alarm and piping systems within the City’s water system; ensure proper treatment and distribution of safe water to meet the needs of City residents and businesses.
- Assist in the installation, maintenance and repair of water meters and related service lines; service, adjust and repair motors, pumps and various other equipment; read and update water distribution maps and plans.
- Perform a variety of the installation and repair of water services, including cutting, fitting, laying, cleaning and flushing water mains, pipes and fittings for quality water and drainage services, fire hydrants and drinking fountains.
- Perform a variety of journey-level duties in the inspection of meters and service lines for leaks and malfunctions; repair water line leaks as needed; perform related adjustments to ensure proper distribution levels as necessary.

- Respond to public complaints concerning water quality, pressure concerns and service lines; investigate public complaints and troubleshoot, diagnose and resolve problems and malfunctions; read meters and turn water on and off for residents as required; respond to waterline emergencies as needed; initiate and discontinue water distribution to residential and commercial establishments as assigned.
- Monitor, adjust and test wastewater quality in City of Livingston's Wastewater Treatment Plant operations; take and record readings of various meters for pressure, flow and water levels; oversee operation of wastewater treatment facilities to control flow of water, wastewater, sludge, and effluent.
- Monitor, adjust and test water quality at the City of Livingston's Water Treatment plants and Well Sites; take and record readings of various meters for pressure, flow and water levels; oversee operations of water treatment facilities to control and maintain acceptable distribution pressure as required by the State Resource Control Board.
- Maintain proper water quality levels according to established guidelines; ensure proper procedures for obtaining, handling and transporting water samples; test, record and adjust equipment in response to water quality characteristics
- Monitor backflow and water pressure; flush water hydrants; maintain water storage tanks and water pumps; perform routine inspections and preventive maintenance on assigned equipment; inform appropriate staff of equipment malfunctions, defects and the need for more extensive repairs.
- Install and repair water and hydrant meters; maintain records of meter identifications; maintain a variety of records relating to inspections, maintenance activities, water supply and water consumption.
- Collect and transport water samples for lab analysis; monitor chemical dosages; apply chlorine and other water treatment-related chemicals to adjust water quality to appropriate levels; ensure adequate levels of safe water to meet City needs.
- Participate in the monthly reading of water meters for the purpose of billing.
- Maintain the City's Wastewater Plant and Water Plants in a clean, orderly and safe condition.
- Communicate professionally with the public, outside agencies and City staff; provide assistance to other City departments in the event of water leaks, collection system breaks or blockages and in moving furniture and repairing roads; drive a truck to conduct work.
- Maintain electrical and mechanical equipment; monitor, maintain and clean pumps, motors, feeders, valves, tanks and gauges and other equipment to maintain appropriate plant operations; inspect pumps, reservoirs, lift stations and storm pump stations to ensure proper working conditions and report existing or potential problems; clean sewer mains; remove obstructions and larger debris; monitor and perform preventative maintenance and minor repairs on facility equipment and systems; adjust equipment as necessary; notify appropriate staff of electrical and instrumentation malfunctions and major repair needs to appropriate personnel.
- Monitor and maintain the Supervisory Control And Data Acquisition (SCADA) system for remote monitoring and control; adjust system as needed.
- Gather, record and maintain plant flow readings; monitor and adjust chemical dosages for wastewater effluent; perform maintenance on pumps, including changing oil, lubricating and changing the packing; adjust chemical levels as needed; prepares a variety of reports on water testing; maintain various records related to wastewater quality, work orders and assigned activities.
- Operate a variety of hand and power tools and equipment; maintain tools and equipment in safe and proper working condition; drive a truck to conduct work.
- Maintain various records related to meter readings, repairs, maintenance activities and assigned duties.
- Communicate with City personnel, including contractors, building department personnel, vendors, engineers and the public to exchange information and resolve issues or concerns.
- Monitor inventory levels of parts, supplies and equipment; assist with ordering, receiving and maintaining inventory of parts, supplies and equipment.
- Maintain work areas in a clean and orderly condition.
- Assist with training and providing work direction and guidance to assigned employees.

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:

- Principles, practices and procedures related to the operation and maintenance of a wastewater treatment plant, water treatment plant and distribution system.
- Water and Wastewater sampling and testing techniques
- Water and Wastewater treatment plant instrumentation.
- Methods, procedures and requirements for monitoring and adjusting water quality levels.
- Chlorine and other chemicals used in the adjustment of water quality levels.
- Pumps, valves and backflow devices.
- Operation of specialized hand and power tools and equipment.
- Health and safety regulations and procedures.
- Oral and written communication skills.
- Record-keeping techniques.
- Legal and defensive driving practices.
- Technical aspects of field of specialty.

Ability to:

- Perform a variety of journey-level duties in the inspection of meters and service lines for leaks and malfunctions.
- Monitor and record meter readings of water consumption levels and perform related adjustments as needed.
- Monitor chemical dosages and apply chlorine and other water treatment-related chemicals to adjust water quality to appropriate levels.
- Initiate and discontinue water distribution to residential and commercial establishments as assigned.
- Ensure adequate levels of safe water to meet City needs.
- Investigate and resolve public complaints concerning water quality and service lines.
- Troubleshoot, diagnose and resolve water distribution problems and malfunctions
- Operate and maintain specialized hand and power tools and equipment.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Maintain various records related to work performed.
- Observe legal and defensive driving practices.

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.
- Two years of work experience at the Water/Wastewater Operator I level and some experience in the operation of hydraulic pumps, valves, gasoline powered engines, and motors.

Licenses, Certifications and other Requirements:

- Valid California Class B driver's license.
- Possession of a Waste Water Treatment & Distribution Operator Certification issued by the State Water Resource Control Board- Grade II
- Possession of a Water Treatment Operator Certificate issued by the State Water Resources Control Board - Grade II.

WORKING CONDITIONS:**Work Environment:**

- Indoor/outdoor work environment.
- Regular exposure to fumes and odors.
- Driving a vehicle to conduct work.
- Adverse and extreme weather conditions.

Physical Demands:

- Dexterity of hands to operate assigned tools and equipment.
- Sitting or standing for extended periods of time.
- Seeing to inspect systems and read a variety of materials.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.

- Hearing and speaking to exchange information.
- Climbing ladders.
- Walking.

Hazards:

- Working around and with machinery having moving parts.
- Working in a cramped or restrictive work chamber.
- 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.