



## Job Description

<b>Title: Water/Wastewater Operator III</b>	<b>FLSA Status: Non-Exempt</b>	<b>Created:</b>
<b>Supervisor: Water/Wastewater Manager/Superintendent of Public Works</b>	<b>Supervises: Water/Wastewater Operators I and II</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 or Superintendent of Public Works 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; supervise assigned staff. 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 III classification is the advanced level within this series and require that incumbents assume inspection, servicing, testing and adjustment of wastewater treatment plant, water treatment plant and Distribution 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 II classification is required to possess, a Grade II Water Treatment Certificate and perform full range of duties in the operation, maintenance, installation and repair of the City’s water treatment facilities, waste water treatment plant/facilities 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 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 plants, wastewater treatment plants 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 services 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 of water mains, pipes and fittings for water quality 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 wastewater quality levels according to established guidelines; ensure proper procedures for obtaining, handling and transporting wastewater samples; test, record and adjust equipment in response to wastewater quality characteristics.
- Monitor backflow and water pressure; flush water hydrants; maintain water storage tanks and water pumps; perform routine inspections and preventative 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
- 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.
- 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 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
- Operate a tractor, jackhammer, back hoe and various hand and power tools; utilize welding equipment as necessary; operate a computer and assigned software, including the Supervisory Control and Data Acquisition (SCADA) system; make system adjustments as needed.
- Read and interpret meters, dials, gauges, charts and other data recording instruments for operational control and record keeping; adjust flow meter charts.
- 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.
- Perform a variety of routine water quality laboratory tests to collect and process water samples; maintain and service injectors and chlorinators throughout the system; maintain adequate inventories of ferric chloride, chemical, polymer, oil, grease, chlorine, chlorine and sulfur dioxide gas, shop, and other supplies essential to plant operation; replace filters as needed.
- Receive and log phone calls from members of the community concerning water treatment and wastewater problems; respond to inquiries and provide information; resolve issues as appropriate; arrange for service dispatch as needed.
- Clean sewer mains; remove obstructions and larger debris; perform landscape maintenance, including: weeding, pruning, raking, pesticide spraying, and watering; sweep and mop floors and paint when needed; initiate startups and shut downs of solids handling equipment, pumps, motors, treatment process equipment, and other related equipment during routine operations, maintenance, and in emergency situations.
- Adhere to City approved safety rules and policies. Informs supervisor of any unsafe conditions, accidents, or injuries.
- Engage in a variety of special projects to test, study and implement water treatment and wastewater treatments, equipment and services.
- 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, techniques, equipment and materials used in 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.
- Applicable rules, regulations, policies and procedures.
- Operation, maintenance, and repair of various pumps and meters.
- Applicable mechanical and piping systems including valves, line-ups, gauges and meters.
- Requirements of maintaining water and wastewater treatment plant and related facilities in a safe and proper working condition.
- Health and safety regulations.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Basic record-keeping techniques.

**Ability to:**

- Monitor, adjust and test wastewater quality and water quality at the City of Livingston's Wastewater Plant and Water Treatment Plants.
- Maintain proper wastewater quality and water quality levels according to established guidelines.
- Perform skilled maintenance and minor repairs on facility equipment and systems.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Observe health and safety regulations.
- Operate a variety of equipment including tractors, skip loaders, dump trucks, lab instruments and a computer and assigned software.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Maintain routine records.

**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 supplemented by college-level course work in math, chemistry or related field
- Two years journey-level experience at the level of Water/Wastewater Operator II.

**Licenses, Certifications and other Requirements:**

- Valid California Class B driver's license.
- Possession of a Wastewater Treatment Plant Operator Certificate Grade III.
- Possession of a Water Distribution Operator Certification issued by the State Water Resource Control Board- Grade III.
- Possession of a Water Treatment Operator Certification issue by the State Water Resource 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.
- Contact with raw sewage and associated toxic fumes.
- Infectious materials from wastewater.
- Working at heights.

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.