

City of Grass Valley  
JOB DESCRIPTION



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**Treatment Plant Operator II**

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**Department: Public Works Department**

**FLSA Status: Non-Exempt**

**Reports To: Water and WW Plants Superintendent**

**Unit: 4 /Classified Full-Time Position**

**Adopted: November 17, 2008**

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**SUMMARY OF JOB PURPOSE**

The Treatment Plant Operator II is a journey-level position. Under general supervision, incumbents in this classification are expected to operate and maintain the Water Treatment Plant, Wastewater Treatment Plant, associated storage and treatment facilities, and other related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Water and Wastewater Plants Superintendent and/or Public Works Director appointed designee (i.e. Public Works Assistant Director of Operations). The Treatment Plant Operators do not have supervisory responsibilities and only provide lead direction as assigned.

**ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)**

1. Operates wastewater treatment facilities to control flow and processing of wastewater, sludge, and effluent; monitors gauges, meters and control panels; observes variation in operating conditions, interprets meter and gauge reading, and test results to determine processing requirements;
2. Operates water treatment facilities to control flow and processing of potable water, collects weekly samples from selected sites throughout the city service area;
3. Operates valves and gates, pumps, engines and electric motors to control and adjust flow and treatment processes; performs routine maintenance on filters, valves, tanks and related equipment and facilities;
4. Maintains logs and the recording of meter and gauge readings;
5. Responsible for operation of sludge de-watering equipment;
6. Maintains operating logs, plant process control program and lift station program;
7. Responsible for daily operations and care of odor control program;
8. Guides groups of visitors through the plant;
9. Regulates flow in accordance with established procedures;
10. Responsible for daily plant operations;
11. Works nonstandard shifts, rotating shifts, weekends and holidays; serves in standby status for breakdowns;
12. Assists in the preparation of all monthly and annual reports for appropriate State agencies;
13. May be required to collect plant and/or industrial samples;
14. Assists with, or conducts standard laboratory tests;
15. Lubricates, packs, cleans, adjusts, and makes minor repairs to pumps;

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16. Participates in major repair work, such as disassembling and reassembling of valves, pumps, gear cases, chemical solution pumps, sludge pumps, water pumps, wastewater pumps and other Water or Wastewater Treatment Plant Systems related equipment;
17. Inspects and maintains pump and motor types of equipment.
18. Inspects and maintains lift stations and equipment;
19. Regulates flow in accordance with established procedures;
20. Controls dosage of treatment chemicals;
21. Climbs stairs and ladders;
22. Enters and works in a confined space;
23. Performs routine plant maintenance work, such as sweeping, cleaning, sanding, painting, weed control and general plant housekeeping duties;
24. Demonstrates the ability and willingness to work in a team environment in the course of daily activities;
25. Cleans out settling basins and tanks;
26. Calculates loading and flow rates and sets pumping rates;
27. Assists in the timely requisition of supplies, materials and equipment;
28. Leads and trains subordinate operators as necessary;
29. Assists in the preparation of the treatment plant budget.

**Knowledge of:**

1. Operation and maintenance of mechanical equipment such as pumps, valves, electric motors, electric motor variable speed control panels, gear reduction drives, chain driven equipment, micro-processor controllers and other related equipment;
2. Basic chemical tests and process control and monitoring for National Pollution Discharge Elimination System (NPDES) compliance;
3. Principles of water and wastewater treatment plant operation and maintenance;
4. Basic science coursework;
5. Basic math and its applications;
6. Pertinent Federal, State and local laws, codes and regulations;
7. Computers and software for use in process control.

**Skills in:**

1. Interpreting and complying with provisions of applicable codes, ordinances and regulations enforceable by the City, especially those pertaining to wastewater and water treatment standards and practices, interpreting lab data for process control;
2. Inspecting assigned areas for a wide variety of maintenance, repair and risk management issues;
3. Applying laws, regulations, codes and departmental policies governing the treatment of water and wastewater;

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4. Recognizing, prioritizing and accomplishing needed tasks;
5. Researching, preparing and writing clear and concise technical reports.

**Ability to:**

1. Perform all work in activities in a safe manner and recognize unsafe conditions including confined spaces;
2. Conduct water and wastewater treatment processes;
3. Operate equipment in water and wastewater treatment plants;
4. Perform maintenance work on equipment used in water and wastewater treatment plants;
5. Read and interpret gauges and recording devices used in water and wastewater treatment plant operations;
6. Perform planned maintenance and emergency work under confined space conditions;
7. Perform janitorial and heavy maintenance work;
8. Follow oral and written instructions;
9. Communicate clearly, concisely and effectively, both orally and in writing;
10. Interpret laboratory data and determine appropriate process changes;
11. Maintain cooperative working relations with the general public and employees;
12. Develop and maintain positive public relations with emphasis on customer service;
13. Promote a customer service focus in forging cooperative public relations;
14. Perform all plant operations without supervision;
15. Lead and train subordinate operators as necessary;
16. Carry out the mission of the City and the Public Works Department maintaining adherence to the City's and Public Works Department's organizational values.

**QUALIFICATIONS**

To perform this job successfully, an incumbent must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

1. To have a high school diploma or GED and two (2) years of recent, full-time general mechanical or maintenance experience; which includes experience in the

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- maintenance of pumps, electric motors, electric motor control panels, gear reduction drives and chain driven equipment.
2. Possession of a valid California Grade III or higher Wastewater Certificate, issued by the California Water Resources Control Board and possession of a valid State of California Grade II Water Treatment Plant Operator Certification. A valid State of California Grade III Water Treatment Plant Operator Certification or higher must be obtained within 36 months from date of appointment. Incumbents hired prior to October 31, 2008, lacking the required certifications/licenses for this position shall have 36 months to obtain the necessary certifications/licenses.
  3. An Associates degree or higher in a related field from an accredited college or university may substitute for one (1) year of general mechanical or maintenance experience.
  4. Failure to maintain proper licensure/certification incumbent may be subject to the disciplinary process and/or may result in termination of employment.

**CERTIFICATES, LICENSES, REGISTRATIONS**

1. Must have a valid Class C California Drivers License with an acceptable driving record and pass an appropriate background check prior to hire date.
2. Ability to obtain Confined Space Certification.
3. Incumbents are required to acquire and maintain a Grade III certification in both Water and Wastewater Operations within 36 months from date of appointment. Incumbents hired prior to October 31, 2008, lacking the require certifications/licenses for this position shall have 36 months to obtain the necessary certifications/licenses.
4. Due to the constant certification/license changes for the City's Water and Wastewater Treatment Plants, incumbents of this position shall always be required to maintain a level of certification/license of no more than one (1) grade lower than required by the State of California for the respective Treatment Plant.
5. Management reserves the right to terminate an incumbent in the Treatment Plant Operator II classification for lack of required certification.

**LANGUAGE SKILLS**

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

**MATHEMATICAL SKILLS**

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

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**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The employee is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds alone, and up to 100 pounds with assistance. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. Able to work in variable temperatures and weather conditions. Able to tolerate unpleasant odors and objectionable substances.

**WORKING ENVIRONMENT**

While performing the duties of this job the employee is regularly exposed to outside conditions, wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and vibration; and the noise level in the work environment is usually loud.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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