

**City of Grass Valley
JOB DESCRIPTION**



Treatment Plant Operator I

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

SUMMARY OF JOB PURPOSE

Treatment Plant Operator I is an entry-level/trainee position. Incumbents in this classification are expected to obtain the skills and knowledge necessary for potential advancement to Treatment Plant Operator II. Incumbents are expected to acquire a Grade II Certification in both Water and Wastewater Operations within 24 months from date of appointment. Consideration for advancement to the position of Treatment Plant Operator II requires at minimum a Grade II certification in both Water and Wastewater Operations. Promotion to the Treatment Plant Operator II position is contingent upon the incumbent demonstrating proficiency in performing all job related tasks of the Treatment Plant Operator II classification, the acquisition of required certificates/licensure, the existence of a vacant Treatment Plant Operator II position and a service level determination by the Department Head to fill said position.

Subject to the disciplinary process management reserves the right to terminate an incumbent in the Treatment Plant Operator I classification for lack of obtaining and maintaining the required certifications.

SUPERVISION RECEIVED AND EXERCISED

Under the overall direction of the Public Works Director/City Engineer, general supervision is provided by the Water and Wastewater Plants Superintendent and/or Public Works Assistant Director of Operations. The incumbent exercises no supervisory responsibilities.

ESSENTIAL FUNCTIONS

The incumbent is trained to perform essential functions that include, but are not limited to:

1. Under direct supervision of the Water and Wastewater Plants Superintendent or assignee, incumbent may operate the wastewater treatment facilities to control flow and processing of wastewater, sludge, and effluent; monitor gauges, meters and control panels; observe variation in operating conditions, interpret meter and gauge reading and test results to determine processing requirements;
2. Under direct supervision of the Water and Wastewater Plants Superintendent or assignee, incumbent may operate water treatment facilities to control flow and processing of potable water, and collect samples from selected sites throughout the city service area;
3. Under direct supervision of the Water and Wastewater Plants Superintendent or assignee, incumbent may operate valves and gates, pumps, engines and electric motors

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- to control and adjust flow and treatment processes; perform routine maintenance on filters, valves, tanks and related equipment and facilities;
4. Maintains logs and the recording of meter and gauge readings. Assists in the preparation of all monthly and annual reports for appropriate State agencies;
 5. May be required to collect plant and/or industrial samples and assist with or make, standard laboratory tests;
 6. 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;
 7. Lubricates, packs, cleans, adjusts, and makes minor repairs to pumps;
 8. Inspects and maintains pump and motor types of equipment;
 9. Inspects and maintains lift stations and equipment;
 10. Cleans out settling basins and tanks;
 11. Regulates flow in accordance with established procedures;
 12. Controls dosage of treatment chemicals;
 13. Assists public works utility crews in all levels of maintenance, repair, installation and minor construction of water distribution system and sewer collection system;
 14. Enters and works in a confined space;
 15. Performs routine plant maintenance work, such as sweeping, cleaning, sanding, painting, weed control and general plant housekeeping duties;
 16. Works in a team environment in the course of daily activities.

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 for wastewater; process control and monitoring National Pollution Discharge Elimination System (NPDES) compliance;
3. Principles of water and wastewater treatment plant operation and maintenance;
4. Basic science and math coursework and its applications to a level necessary to gain required licensure;
5. Pertinent Federal, State and local law, codes and regulations;
6. 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; communicating clearly, concisely and effectively, both orally and in writing.

Ability to:

1. Perform all work and activities in a safe manner and recognize unsafe conditions including confined spaces;
2. Learn water and wastewater treatment processes;
3. Learn to operate equipment in water and wastewater treatment plants; perform maintenance work on equipment used in water and wastewater treatment plants; perform planned maintenance and emergency work under confined space conditions;
4. Perform janitorial and heavy maintenance work;
5. Climb stairs and ladders;
6. Read and interpret gauges and recording devices used in water and wastewater treatment plant operations; Interpret laboratory data and determine appropriate process changes;
7. Demonstrate willingness and abilities to work as a team member;
8. Drive and operate standard and automatic drive motor vehicles, operate power generator, and other related power and hand tools necessary to perform job functions;
9. Follow oral and written instructions;
10. Communicate clearly, concisely and effectively, both orally and in writing;
11. Maintain cooperative working relations with the general public and employees; Develop and maintain positive public relations with emphasis on customer service; carry out the mission of the City and the department and adhere to the City's and department's organizational values.

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. 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 one (1) year of recent, full-time general mechanical or maintenance experience, which includes experience in the maintenance of pumps, electric motors, electric motor control panels, gear reduction drives and chain driven equipment;

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2. Acquisition of a valid California Grade II or higher Wastewater Certificate issued by California Water Resource Control Board within 24 months from date of appointment and;
 3. Acquisition of a State of California Grade II or higher Water Treatment Plant Operator Certification within 24 months of appointment;
 4. 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.

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. Incumbents are required to acquire and maintain a Grade II certification in both Water and Wastewater Operations within 24 months from date of appointment.
3. 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 the position of Treatment Plant Operator II.
4. Subject to the disciplinary process management reserves the right to terminate an incumbent in the Treatment Plant Operator I classification for lack of obtaining and maintaining the required certifications and/or licenses.

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LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance.

MATHEMATICAL SKILLS

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

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 circumstances and or events using standardized methods 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.

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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. The employee must be able to work in variable temperatures and weather conditions and have the ability and willingness to work around and to tolerate unpleasant odors and objectionable substances common to the field.

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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