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| <b>Department:</b>      | Public Works/Utilities |
| <b>Bargaining Unit:</b> | SEIU                   |
| <b>Salary Range:</b>    | E36/E40                |
| <b>Last Revision:</b>   | July 2001              |

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## **WASTEWATER TREATMENT PLANT OPERATOR I WASTEWATER TREATMENT PLANT OPERATOR II**

### **DEFINITION**

Under direct supervision to operate, maintain and repair the industrial and domestic wastewater treatment plants and/or the wastewater lift stations; and to perform a variety of technical tasks relative to assigned areas of responsibility. This is a flexibly staffed series. The Wastewater Treatment Plant Operator II is thoroughly familiar with the interrelationship of all process units, has greater authority to provide technical guidance and coordinate phases of operational activities and can independently operate the wastewater facility. The Wastewater Treatment Plant Operator I performs all tasks associated with the treatment facility. Upon meeting the performance standards of the higher level as designated by the division and acquiring appropriate wastewater certification, employees are promoted to the journey level.

### **SUPERVISION EXERCISED**

#### **Waste Water Treatment Plant Operator I/II**

May exercise technical and functional supervision over lower level maintenance staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Monitors the operation of wastewater treatment plants, pumps, bar screens, and various types of other equipment.

Assists in the general operation and maintenance of the wastewater plant; inspects various plant systems and makes necessary changes and adjustments; controls the flow of various materials to equipment for proper operation, including electrical standby generators, air compressors, screens, and pumps; assists in monitoring the plant performance, process trends and equipment status.

Inspects and performs maintenance and makes repairs to plant equipment; greases, lubricates, replaces filters and performs other preventive maintenance work on engines and pumps; cleans, washes and paints in various areas and on pieces of equipment; unplugs lines; performs pump capacity efficiency tests.

Collects system samples, performs routine laboratory analysis.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Disposes of grit, sludge, and effluent in compliance with State standards; regulates the flow of chemicals, polymers, sewage, sludge, air and water throughout the unit processes.

Operates construction equipment and power tools such as backhoes, front end loaders and tractors; maintains hand tools and assigned equipment.

Reads and interprets instrumentation on equipment and unit processes; enters and retrieves data from the computer, reports problems to supervisory personnel; prepares reports; maintains records and logs plant activities.

Utilizes proper safety precautions related to all work performed.

Responds to requests and inquiries from the general public.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

Maintains good public relations with customers and the public. Provide leadership and training for other wastewater treatment employees.

May, during periods of absence from the work site, act in the capacity of Senior Wastewater Treatment Plant Operator.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Procedures, methods and techniques of wastewater treatment.

Materials, methods, practices, and equipment used in wastewater treatment systems.

Purposes and safe use of various hand and power tools and equipment employed in basic repair and maintenance work.

Principles, methods and tools employed in the installation, repair and maintenance of wastewater treatment plant equipment and facilities.

Principles and state requirements relative to primary, secondary and tertiary sewage treatment; wastewater treatment plant operations and water reclamation plant equipment.

*City of Hollister*  
*Wastewater Treatment Plant Operator I/II (continued)*

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**Knowledge of:**

Basic chemistry and laboratory procedures

Safe work practices regarding entry of confined spaces.

Occupational hazards and standard safety precautions necessary in the assigned area of work

Safe driving principles and practices

**Skill to:**

Operate a wide variety of equipment, machinery and tools used in wastewater treatment system construction, maintenance and repair.

Operate a motor vehicle safely.

**Ability to:**

Learn to perform manual labor; use basic hand tools, perform minor repair and maintenance tasks involved in wastewater treatment.

Learn to operate a variety of vehicular and stationary mechanical equipment, hand tools and power tools and equipment in a safe and effective manner.

Learn appropriate safety precautions and procedures.

Understand wastewater treatment operations and equipment.

Perform basic mathematical computations, keep accurate records.

Read and understand written operating procedures and equipment maintenance manuals.

Understand and carry out complex oral and written instructions.

Establish and maintain cooperative working relationships with employees, supervisors, customers and the public.

Take samples and perform routine laboratory tests.

Work independently in the absence of supervision.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Wastewater Treatment Operator I**

**Experience:**

One (1) year of experience in the operation and maintenance of a wastewater treatment plant.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Grade I Wastewater Treatment Certificate issued by the State of California Water Resources Control Board is required at time of appointment.

A position in this class may be filled by a non-certified employee, if no suitable candidates are available. The position is under-filled by an Operator-in-Training with the requirement to attain a Grade I Wastewater Treatment Plant Operator Certificate within 18 months of employment with the City.

**Wastewater Treatment Operator II**

**Experience:**

Two (2) years of increasingly responsible experience in the operation and maintenance of a wastewater treatment plant.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

*City of Hollister*  
*Waste Water Treatment Plant Operator I/II (Continued)*

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**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Grade II Wastewater Treatment Certificate issued by the State of California Water Resources Control Board is required at time of appointment.

**Special Requirements:**

This classification may be responsible for working extended shifts and/or split schedules on a seven day a week basis, during after-hours, on-call and unusual or emergency conditions.

***Essential duties require the following physical skills and work environment:***

Sufficient eyesight to read standard text and data on computer terminal screens; ability to speak and hear at normal conversational levels in person and over the telephone; manual dexterity to use hand and power tools; ability to stand, sit, walk, reach, bend or stoop in performing work; ability to lift and carry up to approximately 50 lbs. of equipment and/or materials; exposure to cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.

**Effective Date: July 2, 2001**