

Sunnyslope County Water District
Water Treatment Plant Operator
Job Description

DEFINITION

Performs duties under general supervision of the Water/Wastewater Superintendent and/or the Operation and Maintenance Crew Chief. Perform a variety of skilled tasks in the operation and maintenance of surface water and groundwater treatment facilities. Perform routine laboratory tests, wide variety of skilled tasks in operation, maintenance and servicing of machinery and equipment for a surface water treatment plant. Prepares variety of water reports for regulatory agencies and in-house reporting requirements. Coordinate and assist training of assigned maintenance staff in water treatment activities. Perform related duties and responsibilities as assigned including work with Water/Wastewater Utility Maintenance staff on the water distribution system, wastewater collection system, and at the wastewater treatment plant.

ESSENTIAL FUNCTIONS

Operate the treatment facilities in compliance with State Division of Drinking Water requirements and regulations. Perform treatment plant inspection, monitoring and documenting plant operations by reading plant equipment gauges, dials, graphs and other instrumentation. Maintain, compile and update accurate plant operations logs and reports; perform and record mathematical calculations related to plant operational activities.

Perform overall general plant facility maintenance and repairs. Operate, maintain, and adjust treatment plant pumps, motors, valves, electronic monitoring devices, chemical feeders, filter maintenance, backwashing, and other equipment to maintain accurate plant operations. Maintain and document operational and maintenance logs for equipment adjustments, major and specialized repairs to all equipment, machinery, electrical, and electronic systems at treatment plant, water well facilities and distribution systems.

Diagnose complex operating problems and take effective courses of action according to applicable standards, regulations, and specifications. Read meters and gauges accurately. Collect water samples, perform a variety of routine water quality laboratory tests, and interpret results in relationship to plant operations.

Safely load and unload materials and supplies; assist in the storage and transfer of chlorine and other hazardous treatment chemicals. Mix and add treatment chemicals; ensure adequate chemical application according to standards, regulations and specifications.

Plan and organize a variety of water production and treatment activities including construction plans review, maintenance, construction and installation of water treatment plant activities. Recommend and implement applicable changes to the standard operating procedure. Review maintenance and operation of water treatment and production facilities; perform long-range planning and administration activities.

Sunnyslope County Water District
Water Treatment Plant Operator
Job Description

Select, train, motivate and evaluate water treatment personnel for staff training; work with employee to correct deficiencies.

Participate in the development and administration of assigned program budget; monitor, forecast and recommend expenditures needed for staffing, equipment, materials and supplies.

Provide staff assistance to the Water/Wastewater Superintendent; prepare and present verbal presentations and written reports to state, local agencies, and general public as necessary. Submit regulatory reports on a timely basis. Understand and follow oral and written instructions.

Coordinate treatment and production activities with outside agencies.

Respond to requests and inquiries, attend and participate in local technical advisory committee and with general public. Communicate clearly and concisely, both orally and in writing. Respond to and resolve difficult and sensitive citizen and organizational inquiries and complaints.

Establish and maintain effective working relationships with those contacted in the course of work.

KNOWLEDGE OF AND HAVE ABILITY TO:

Knowledge and ability to diagnose complex operating problems and take effective courses of action according to applicable standards, regulations, and specifications. Read meters and gauges accurately.

Operational characteristics, services and activities of a microfiltration water treatment and production program. Materials, methods, practices, procedures and equipment used in the operation and maintenance of microfiltration water treatment and production facilities.

Modern office procedures, methods and equipment including computers with related word-processing and spreadsheet programs. Principles of business letter writing and basic report preparation. Principles of budget preparation and accounting control.

Pertinent Federal, State and local laws, codes and regulations. Stay abreast of new trends, regulations and innovations in the field of water treatment and production.

Basic arithmetic, including fractions, decimals, and proportions. Elementary mechanical, electrical, and hydraulic principles. Common hand and power tools used in routine plant maintenance.

Sunnyslope County Water District
Water Treatment Plant Operator
Job Description

Safe sampling methods, laboratory analysis and health standards for potable water. Characteristics of treatment chemicals. Research, analyze and evaluate service delivery methods and techniques.

Operational and safety regulations pertaining to water treatment plant operations, vehicle and equipment usage. Recognize unusual or dangerous operation conditions.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of District and other government agencies, community groups and the general public. Conduct plant tours and explain operating procedures for local government agencies and outside community groups. Identify and respond to sensitive community and organizational issues, concerns and needs. Communicate clearly and concisely, both orally and in writing. Prepare clear and concise reports. Interpret and explain District water treatment and production policies and procedures.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

QUALIFICATIONS, LICENSE AND CERTIFICATES

Possession of a valid and current Grade III Water Treatment Operator certificate issued by the California State Water Resources Control Board or the ability to obtain a Grade III Water Treatment Plant Operator certificate within twelve (12) months of appointment.

Possession of a valid and current Grade II Water Distribution Operator certificate issued by the California State Water Resources Control Board or able to obtain within 18 (eighteen) months of appointment.

Valid and current California Drivers License, with a safe driving record.

Four years of responsible water treatment and/or production experience, administrative and/or lead supervisory experience is desirable.

Equivalent to the completion of the twelfth grade supplemented by specialized training in water treatment, operations, and maintenance and production systems.

LEAD OPERATOR

A maximum of one water treatment plant operator will be designated the Lead Operator. Distinguishing characteristics include five years of experience operating water treatment facilities. The Lead Operator will be charged with supervising and training the activities of the

Sunnyslope County Water District
Water Treatment Plant Operator
Job Description

Water Treatment Plant Operators in the absence of the Crew Chief and the Water/Wastewater Superintendent. Step F in the salary range is the compensation reserved for the Lead Operator.

WORKING CONDITIONS

Water treatment plant environment exposure to: noise, outdoors, vibration, chemicals, mechanical and electrical hazards, dirt, fumes, heat, cold, dampness and travel to different sites and locations. Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and climb. Incumbents must be available to work assigned shifts; including nights, weekends, and holidays. Respond to emergency call-outs or disasters beyond our control.

Approved: October 18, 2016