



December, 2017

FINAL DRAFT

PLANT ATTENDANT Salary Grade 125

DEFINITION

Under immediate supervision, performs a variety of routine maintenance, facility, and grounds keeping functions in and around the District's continuously-operating wastewater treatment plant, pump stations, water reclamation distribution and irrigation systems, and related facilities; operates a variety of tools and equipment; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher level management or supervisory staff. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This class is responsible for unskilled and semi-skilled duties related to the District's reclaimed water and irrigation functions, as well as maintenance and upkeep of the wastewater treatment plant, facilities and grounds in all District and contracted locations.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists wastewater treatment plant operations personnel with routine maintenance duties, such as cleaning tanks and vats, removing screenings and grit, cleaning sludge beds, hauling biosolids, and operating sludge dewatering equipment.
- Assists operations personnel with miscellaneous repair work, including cleaning and servicing mechanical equipment.
- Performs servicing and maintenance of treatment plant equipment.
- Operates line trimmers, power mowers, disc harrows, edgers, tractors, dump trucks, and other mechanical equipment to upkeep fields and grounds; may be trained to and operate backhoe for excavation and trenching in the course of minor construction projects.
- Performs a variety of facility maintenance tasks such as interior and exterior painting; repairing and maintaining gates, fences, and gravel roads; light carpentry; repairing and maintaining fountains, faucets, urinals, and toilets; undertakes miscellaneous janitorial tasks as needed.
- Adheres to appropriate safety procedures as established by the District.
- Maintains accurate records of work performed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment, and supplies required to perform routine maintenance in and around wastewater treatment plants, water reclamation distribution systems, facilities, fields, and grounds.

- Basic principles and practices of equipment servicing and maintenance.
- Operational characteristics of tools and equipment used to perform work.
- Methods and techniques of operating assigned vehicles, which may include dump trucks and tractors.
- Safety practices related to the work.
- Basic mechanical and electrical principles.
- Applicable laws, codes, and regulations.
- Computer applications related to the work.
- Techniques for dealing effectively with the public, vendors, contractors and District staff.

Ability to:

- Perform unskilled and semi-skilled work related to the routine maintenance of wastewater treatment plants and water reclamation distribution systems and related facilities.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Respond effectively to emergency situations and troubleshoot such situations.
- Safely use hand and power tools related to the work and driving and operating District vehicles, including dump trucks and tractors.
- Interpret and explain regulations, policies, and procedures.
- Read maps, manuals, and specifications.
- Use English effectively, both verbally and in written form.
- Understand and follow oral and written instructions.
- Maintain accurate records of work performed.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Education:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. A typical way to obtain the required qualifications would be:

Education

Equivalent to completion of the twelfth (12th) grade.

Experience

One (1) year of experience in gardening, grounds keeping, or custodial maintenance work. Experience with small piping and plumbing highly desirable.

Licenses and Certifications:

- Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.
- Must obtain a California Class B Driver's License within six (6) months of appointment to the classification.

PHYSICAL DEMANDS

Must possess mobility to work in a wastewater treatment plant and field environment; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials, charts and gauges and a computer screen; smell to identify odors; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned

tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Must be available for emergency standby, weekend assignments, to be called-back, and work emergency overtime as required.