



FINAL DRAFT

**OPERATOR SERIES
OPERATOR-IN-TRAINING (Operator-in-Training)/I/II/III
Salary Grades 128/149/170/189**

DEFINITION

Under immediate (Operator-in-Training and Operator I) to general (Operator II) supervision, or direction (Operator III), learns to, and/or operates and controls treatment, pumping, and reclamation facilities to achieve proper processing of wastewater and the reuse of biosolids and recycled water within mandated operation requirements; operates and performs preventive routine maintenance on a variety of treatment plant equipment, facilities, and related appurtenances as found in continuously-operating wastewater treatment plants, pump stations, and related facilities; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Operator-in-Training and Operator I) to general (Operator II) supervision to direction (Operator III) from the Operations Supervisor. Operator III's may function as a shift supervisor/panel operator and/or as Operations Supervisor in that individual's absence.

CLASS CHARACTERISTICS

Operator-in-Training is the entry-level class in the Operator series responsible for learning to operate wastewater treatment plant equipment and appurtenances. Initially under immediate supervision, incumbents learn District and operational procedures for wastewater treatment plant equipment and appurtenances. Incumbents learn to perform tasks according to District practices and procedures, as well as state and federal regulations. Since this class is used as a training class, employees may have only limited or no directly related work experience.

Operator I is the first working level class in the Operator series responsible for operating wastewater treatment plant equipment and appurtenances. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions at the Operator II level, and do not exercise the same level of independent direction and judgment in matters related to work procedures and methods. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Operator II is the full journey-level class in the Operator class series responsible for independently operating and performing routine preventive maintenance and repair of wastewater treatment plant equipment and appurtenances. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Operator III is the skilled, advanced journey-level class in the Operator series that independently performs the most complex duties required of the series. Positions at this level may serve as a shift supervisor/panel operator, directing the work of lower level operator staff, and ensuring the proper

operation and maintenance of the District's wastewater treatment plant systems and equipment. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure operation and maintenance actions are in compliance with District and regulatory agency requirements. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to perform assigned work. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Operations Supervisor in that the latter has full supervisory responsibility for day-to-day plant operations activities.

Positions in the Operator class series are flexibly staffed to the Operator II level; positions at the Operator I level are normally filled by advancement from the Operator-in-Training level; progression to the Operator I level is dependent on (i) the incumbent obtaining the required certification and meeting the minimum qualifications for the classification; (ii) satisfactory work performance; (iii) management affirmation that the work performed is consistent with expectations for the classification, and (iv) management approval for progression to the Operator I level.

Positions at the Operator II level are normally filled by advancement from Operator I level; progression to the Operator II level is dependent on (i) the incumbent obtaining the required certification and meeting the minimum qualifications for the classification; (ii) satisfactory work performance; (iii) management affirmation that the work performed is consistent with expectations for the classification, and (iv) management approval for progression to the Operator II level.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Operator-in-Training and Operator I levels may perform some of these duties in a learning capacity.

- Controls the operation of treatment, pumping, and reclamation facilities to achieve proper processing of wastewater, biosolids and recycled water within mandated operation requirements.
- Inspects plant operational equipment and facilities on a regularly-scheduled basis; records readings of pumps, chemical feed, and other treatment and pumping equipment.
- Reviews and analyzes operational information and test results, and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as instructed.
- Monitors plant Supervisory Control and Data Acquisition (SCADA) system to identify needed adjustments for proper operating conditions.
- Collects wastewater, sludge, and other samples from various phases of the wastewater treatment process; performs basic chemical and physical tests on these samples to ensure that the wastewater treatment plant is operating effectively and that regulatory requirements are being met; delivers other samples to the District laboratory for testing.
- Operates and performs preventive maintenance on a variety of treatment plant equipment, such as pumps, chlorinators, filters, chemical valves, sludge lagoon, bar screens, agitators, and electric motors.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Maintains and calibrates on-line compliance instruments and analyzers.

- Removes screenings and grit; cleans clarifiers and primary, secondary, and other wastewater equipment and facilities.
- Maintains facilities, grounds, and equipment in a clean and orderly condition.
- Performs basic adjustments and troubleshooting for electrical motors and controls.
- Uses a variety of hand and power tools and testing equipment.
- Changes recording charts; ensures that chemical feeders have a constant supply of chlorine and other treatment chemicals.
- Maintains accurate records of gauge, chart, graph and meter readings, chemical test results, and work performed.
- Observes appropriate safety procedures, including those related to the safe handling of chlorine and other treatment chemicals.
- May investigate and resolve customer complaints regarding wastewater treatment related matters.
- As assigned, instructs, oversees, and reviews the work of less experienced staff.
- May operate heavy equipment such as backhoe, farm tractors, dump trucks etc., depending on District needs.
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Operator-in-Training and Operator I levels may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles, practices, tools, equipment, and supplies required for the operation, cleaning, and preventive maintenance of activated sludge wastewater treatment oxidation pond treatment and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, pumps, motors, and related appurtenances.
- Operational characteristics of tools and equipment required for the work.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals.
- Applicable laws, codes, and regulations.
- Shop arithmetic.
- Basic mechanical, electrical, and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps, and circuitry.
- Basic chemical and physical tests of wastewater, sludge, and related materials.
- Modern office practices, methods, and computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- If required, basic principles and practices of directing the work of staff in work procedures and training on same.

Ability to:

- Operate, maintain, and repair a variety of wastewater treatment plant, pumping, and reclamation facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters; record data accurately and make appropriate process adjustments.

- Conduct basic chemical and physical tests of wastewater, influent, effluent, sludge, and related materials.
- Troubleshoot/calibrate compliance instruments and analyzers.
- Use and maintain the tools and equipment of the work skillfully and safely.
- Handle hazardous chemicals in a safe manner.
- Prioritize own work and use independent judgment within procedural guidelines.
- Serve as crew leader and train others in work procedures when required.
- Maintain accurate records and reports of work performed.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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:

Operator in Training/I/II/III: Equivalent to completion of the twelfth (12th) grade supplemented by training required by the California State Water Resources Control Board.

Operator-in-Training: No prior experience is required.

Operator I: One (1) year of experience performing the functions of a wastewater treatment plant operator at a level equivalent to the District's Operator-in-Training class.

Operator II: Two (2) years of experience performing the functions of a wastewater treatment plant operator at a level equivalent to the District's Operator I class.

Operator III: Two (2) years of progressively responsible experience performing the functions of a certified wastewater treatment plant operator at a level equivalent to the District's Operator II class.

Licenses and Certifications:

Operator in Training/I/II/III:

- 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.

Operator-in-Training:

- Must possess a California State Water Resources Control Board (SWRCB) Wastewater Treatment Plant Operator-in-Training prior to appointment to the classification.
- Must obtain a California SWRCB Grade I Wastewater Treatment Plant Operator certificate within twelve (12) months of appointment to the classification unless the General Manager provides extension of time period due to unique situation.

Operator I:

- Must possess a California SWRCB Grade I Wastewater Treatment Plant Operator certificate.

Operator II:

- Must possess a California SWRCB Grade II Wastewater Treatment Plant Operator certificate.

Operator III:

- Must possess a California SWRCB Grade III Wastewater Treatment Plant Operator certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard wastewater treatment plant setting; 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 use specialized test equipment, 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 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 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in field and treatment plant environments 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

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