

JOB DESCRIPTION
Potable Water Treatment Operator I
Code Number: 32012

GENERAL PURPOSE

Under immediate supervision, performs a variety of routine to skilled duties in the operation and maintenance of the District's water treatment facilities; performs repairs and adjustments to plant equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Potable Water Treatment Operator I is the entry level class in the Potable Water Treatment Operator series. Initially under immediate supervision, incumbents perform the routine tasks and duties involved in the operation and upkeep of plant equipment and facilities.

Work assignments for incumbents in this class are normally designed to provide developmental experience in the full range of the Potable Water Treatment Operator II class which is the journey level class in the series. Incumbents typically follow prescribed and standardized procedures and refer unusual problems or questions to a supervisor or higher level operator. Employees are expected to work with decreasing levels of supervision on a variety of routine, on-going tasks and assignments as experience is gained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Participates in the operation and maintenance of water treatment and related equipment.

Reads meters, gauges and charts; regulates water flows in accordance with established procedures; maintains operating logs and records.

Checks equipment for excessive noise, heat, vibration and leaks.

Receives chemical shipments, participates in the unloading process and records into inventory; inspects shipments received for standards compliance.

Makes daily visits to all operating feed wells to collect metering data and ensure proper operation of oil dippers; clears well fails and performs minor trouble shooting duties as needed; sample and monitors well production.

Inspects plant equipment including pumps, valves, electric motors, switch gear, compressors, blowers, chemical mixers, engines, and generators.

Responds in person to inquiries and investigates and resolves customer complaints.

Follows established regulations, guidelines, policies and procedures in the handling and transporting of hazardous materials.

Reports malfunctioning equipment and calls for maintenance assistance in the event of serious breakdowns.

Operates District vehicle to travel to various District facilities.

Works on a personal computer; uses software to create and maintain a variety of records and reports.

Maintains a variety of records and reports.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles of water treatment plant operations; basic tools and equipment used in the operation and maintenance of motors, engines, pumps, and other water treatment plant equipment; chemical storage and dosing; proper water quality sampling techniques for physical and micro-biological sampling; instrumentation calibration; mathematical principles related to the computation of flows and volumes in water treatment, production and distribution systems; state laws and regulations environmental regulations and workplace safety related to water quality control; methods and techniques of preventive maintenance; safety precautions and procedures used in water utility work.

Ability to:

Operate a variety of treatment plant equipment; perform inspections of treatment plant equipment; monitor and adjust plant processes; learn to collect a variety of samples and conduct appropriate tests; create, utilize and interpret spreadsheets; apply pertinent Federal, State, and local laws, codes, and regulations; maintain and update accurate records; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; communicate effectively, orally and in writing.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and six months of experience operating and maintaining pumps and valves similar to those used in a large water treatment and distribution system, supplemented by training in water treatment operations; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

A State of California Water Treatment Operator Certificate, Grade I and a State of California Distribution Operator Certificate, Grade I.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds; and occasionally may lift and/or move up to 4000-pound containers with mechanical assistance. Specific vision abilities required for this job include close vision, distance vision,

color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; interact with District staff, other organizations and customers who may be upset or dissatisfied.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently exposed to wet and/or humid conditions, vibration, fumes, airborne particles, toxic or caustic chemicals, and the risk of electrical shock. The noise level is frequently loud.

The employee is required to work weekends and is subject to 24-hour emergency response.

FLSA DETERMINATION: Non-exempt.