

**WASTEWATER SYSTEMS OPERATOR-IN-TRAINING
WASTEWATER SYSTEMS OPERATOR I
WASTEWATER SYSTEMS OPERATOR II**

PURPOSE

To perform the operation and maintenance of the City of Dixon's ("City"), Grade III, activated sludge wastewater facility, laboratory facilities, industrial pretreatment program related property and equipment.

WORKING CONDITIONS

Includes field, laboratory and office activities. Field activities involve exposure to noxious odors, dangerous gases, strong acids, heights, confined spaces, extremes in weather conditions, hazardous materials, airborne particles, noise, water hazards, heavy equipment and traffic hazards. Laboratory activities involve exposure to noxious odors, dangerous gases, strong acids, hazardous materials, airborne particles, noise and water hazards.

Night, weekend, and holiday hours will be required on a rotating schedule for 24/7 standby including weekend/holiday rounds for the Wastewater Systems Operator II only. Night or weekend shifts may be required during major shut downs for maintenance and/or unusual operating conditions.

PHYSICAL DEMANDS

Moderate lifting (up to 50 pounds); reaching, stooping, climbing, crawling, and standing. Work also emphasizes speech, vision and hearing.

DISTINGUISHING CHARACTERISTICS

Wastewater Systems Operator-In-Training - This is the trainee class for the Wastewater Systems Operator series. This class is distinguished from the Wastewater Systems Operator I in that this is a trainee position utilizing only minimal independent judgment, performing routine and basic duties while being closely supervised. Receives direct supervision from the Chief Plant Operator (Wastewater). May receive training and work instruction from more experienced Wastewater Systems Operators. Upon obtaining appropriate certification and experience, an employee may promote to the Wastewater Systems Operator I class.

Wastewater Systems Operator I - Positions in this class are flexibly staffed and can be filled by advancement from the lower class of Wastewater Systems Operator-In-Training, or when

filled from the outside, require prior wastewater systems operator experience. Receives general supervision from the Chief Plant Operator (Wastewater). May receive training and work instruction from more experienced Wastewater Systems Operators. This is the entry level class in the Wastewater Systems Operator series. The Wastewater Systems Operator I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to the general supervision as procedures and processes are learned. This level requires a Grade I Wastewater Treatment Plant Operator Certificate issued by the State of California.

Wastewater Systems Operator II – Positions in this class are flexibly staffed and can be filled by advancement from the lower class of Wastewater Systems Operator I, or when filled from the outside, require prior wastewater systems operator experience. Receives general supervision from the Chief Plant Operator (Wastewater). This class is distinguished from the Wastewater Systems Operator I in that it requires a Grade II Wastewater Treatment Plant Operator Certificate issued by the State of California, is a fully qualified plant operator certified to independently operate a grade III wastewater treatment facility, will often make independent judgment decisions based on experience and organizational protocol, will be responsible for the more complex and technical duties and may exercise technical and/or functional supervision to lower level Wastewater Treatment facility personnel as/if assigned. This class may represent the Wastewater Treatment facility in the absence of the Chief Plant Operator (Wastewater) and the Senior Wastewater System Operator.

ESSENTIAL JOB FUNCTIONS - Duties may include, but are not limited to, the following:

Operate and maintain the wastewater treatment plant and facilities to control the flow and processing of effluent wastewater.

Inspect and troubleshoot the wastewater treatment plant facilities to determine needed operational changes, repairs and maintenance; and may act on that information.

Collects wastewater, monitoring well and storm water samples related to Wastewater Treatment Facility discharge and may perform laboratory tests and analysis as required by the California Regional Water Quality Control Board.

Ensures that all safety precautions are adhered to while working around wastewater treatment plant and collections facilities and equipment.

Operates a variety of light and heavy equipment such as pesticide application equipment,

Ag tractors, dumptruck, backhoe, and loader. Operate a variety of hand and power tools.

Perform general facilities and grounds upkeep including painting, mowing, spraying, discing, and planting.

Respond to a variety of complaints, requests for information, and emergency calls including, but not limited to, “on-call” or “call-out” as needed for standby duties and emergencies.

Keep supervisor informed of operational problems, work in progress, and actual or potential problems and delays.

Make every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

Perform related duties as assigned.

OTHER JOB FUNCTIONS

Prepare and maintain a variety of written records and reports related to the wastewater operations.

May provide training and lead direction to other, less experienced employees.

May assist in determining priorities, methods, and sequence of work necessary to ensure efficient and safe operations of the wastewater treatment facility.

Assist in the maintenance of other Public Works facilities such as streets, parks, and buildings as needed or in the case of an emergency.

Operate and maintain aerators and sludge removal equipment.

DESIRABLE QUALIFICATIONS

Wastewater Systems Operator-In-Training

Knowledge and Abilities:

Knowledge of methods, terminology, principles, procedures, mathematics, materials, tools and equipment used in: maintaining stationary power equipment, pumping systems and electrical systems; the operation and maintenance of light and heavy power driven tools and equipment; basic wastewater treatment processes; and safety practices.

Ability to learn to safely operate, repair and maintain a grade III, activated sludge wastewater facilities; to learn to read and interpret gauges and recording devices; to keep accurate records of wastewater system operations; to demonstrate aptitude in practical mathematics; to learn and acquire knowledge of hydraulics, measuring devices, pumps and other wastewater equipment, of occupational hazards and standard safety precautions necessary to this type of work; to learn to perform simple water quality laboratory tests; to demonstrate mechanical aptitude and use of a variety of hand tools; to meet the "Physical Demands" of the job; to understand, carry out and issue clear oral and written instructions; to communicate clearly and concisely both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of twelfth grade.

Experience:

One year of experience in handling mechanical equipment and tools.

Other Requirements:

Must obtain an Operator-in-Training Certificate issued by the California State Water Resources Control Board within 2 months of appointment to this class.

A valid Class C California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Employees possessing the Operator-in-Training Certificate must take and pass the Wastewater Treatment Plant Operator Grade I examination given by the State of California within 2 years of employment. An employee who fails to gain possession of the Grade I certificate within 2 years of employment shall be subject to termination from this position.

Possession of, or the ability to obtain, a valid American Red Cross or equivalent, Adult CPR/AED Certificate within 6 months from appointment.

Possession of, or the ability to obtain, a valid Forklift Operator Safety Training Certificate within 6 months from appointment.

Wastewater Systems Operator I

Knowledge and Abilities:

All knowledge and abilities required for Wastewater Systems Operator-In-Training. Knowledge of methods, terminology, principles, procedures, mathematics, materials, tools and equipment used in operating and maintaining a wastewater treatment facility and related systems. Knowledge of related Local, County, State and Federal laws, rules and regulations governing the treatment and disposal of wastewater sludge, laboratory operations. Knowledge of Computerized Maintenance Management Systems (CMMS) and Laboratory Information Management Systems (LIMS). Knowledge of hydraulics, measuring devices, pumps and other wastewater equipment; of chemical and bacteriological wastewater characteristics; of occupational hazards and standard safety precautions necessary in the work.

Ability to demonstrate proficiency in the operation of the full range of equipment used at a Grade III wastewater treatment facility; to safely operate, repair, and maintain wastewater facilities; to locate and diagnose operational problems; to perform routine

laboratory and pretreatment tests; to accurately read, interpret, and record data from gauges and meters; to use computer software to control plant process and records; to demonstrate aptitude in practical mathematics; to read, understand and interpret plans, blueprints, specifications, charts and graphs; to interpret and implement department policies; to prepare simple reports and maintain accurate records; to learn to exercise sound judgment and work without direct supervision.

Ability to meet the physical requirements of the job; communicate clearly and concisely, both orally and in writing; and to establish and maintain cooperative and effective relationships with those contacted in the course of work.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of twelfth grade. Specialized coursework in wastewater treatment or a related field is desirable.

Experience:

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

Other Requirements:

Must possess a current Wastewater Treatment Plant Operator Grade I Certificate issued by the California State Water Resources Control Board.

A valid Class C California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Possession of, or the ability to obtain, a valid American Red Cross or equivalent, Adult CPR/AED certificate within 6 months from appointment.

Possession of, or the ability to obtain, a valid Forklift Operator Safety Training certificate within 6 months from appointment.

Possession of, or ability to obtain, a California Department of Pesticide, Qualified Applicator's Certificate (QAC) may be required for selected positions.

Possession of a valid California Water Environmental Association (CWEA) Plant Maintenance Technologist Grade I certificate or higher is desirable.

Wastewater Systems Operator II

Knowledge and Abilities:

Knowledge of methods, terminology, principles, procedures, mathematics, materials, tools and equipment used in operating and maintaining a wastewater treatment plant facility and related systems. Knowledge of related Local, County, State and Federal laws, rules and regulations governing treatment and disposal of wastewater and sludge, laboratory operations. Knowledge of Supervisory Control and Data Acquisition (SCADA) control systems, Computerized Maintenance Management Systems (CMMS) and Laboratory Information Management Systems (LIMS). Knowledge of hydraulics, measuring devices, pumps and other wastewater equipment; of chemical and bacteriological wastewater characteristics; of occupational hazards and standard safety precautions necessary in this type of work.

Ability to demonstrate proficiency and safety in the operation of the full range of equipment used at a wastewater treatment facility; to instruct others in the safe operation and maintenance of all equipment; to locate and diagnose operational problems and recommend effective courses of action; to perform routine laboratory tests; to accurately read, interpret, and record data from gauges and meters; to use computer software to control plant process and records; to demonstrate aptitude in practical mathematics; to read, understand and interpret plans, blueprints, specifications, charts and graphs; to interpret and implement department policies.

Ability to prepare reports and maintain accurate records; to exercise sound judgment and work effectively without direct supervision; to meet the physical requirements of the job; to understand, carry out and issue clear oral and written instructions; to communicate clearly and concisely both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of twelfth grade, supplemented by specialized coursework in wastewater treatment or a related subject.

Education in a technical field related to wastewater facilities operations or closely related field, such as water treatment, engineering, environmental science, chemistry or biology is strongly recommended.

Experience:

Two years of increasingly responsible experience involving the operation and maintenance of a wastewater treatment plant or eighteen months experience equivalent to a Wastewater Operator I with the City of Dixon.

Other Requirements:

Must possess a current Wastewater Treatment Plant Operator Grade II Certificate issued by the California State Water Resources Control Board.

A valid Class C California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Possession of, or the ability to obtain, a valid American Red Cross or equivalent, Adult CPR/AED certificate within 6 months from appointment.

Possession of, or the ability to obtain, a valid Forklift Operator Safety Training certificate within 6 months from appointment.

Possession of, or ability to obtain a California Department of Pesticide, Qualified Applicator's Certificate (QAC) may be required.

Possession of a valid California Water Environmental Association (CWEA) Plant Maintenance Technologist Grade I certificate or higher is desirable.