



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Water Reclamation Plant Operator I
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GENERAL PURPOSE

Under immediate supervision, assists in monitoring wastewater treatment processes; learns and performs routine laboratory tests; assists journey-level operators in operating, maintaining and servicing machinery and equipment in a large, state-of-the-art water reclamation plant; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Water Reclamation Plant Operator series. Initially under close supervision, incumbents learn and perform routine wastewater treatment processes, laboratory tests and servicing water reclamation machinery and equipment. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Water Reclamation Plant Operator II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. 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.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Water Reclamation Plant Shift Supervisor. Exercises no direct supervision over staff.

TYPICAL 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 position.

- Inspects treatment plant equipment to ensure its proper functioning, minimize interruptions in the treatment process, and to alleviate costly repairs; assists in monitoring systems, controlling valves for emergency and scheduled shut down.
- Assists in operating waste water treatment equipment, machinery and facilities by using manual, electronic and computer control systems to regulate and control processes.
- Reads gauges, meters, charts and graphs, and operates pumps, valves, electric motors and related equipment; greases and changes oil on pumps, motors and engines in accordance with established procedures.
- Troubleshoots, diagnoses, makes repairs or adjustments, and reports problems to appropriate personnel, as necessary, when on-call or during regular work hours.
- Determines the amount of chemicals needed and, under direct supervision, adds chemicals and other substances to the treatment process; checks chemical alarms and feed systems for leaks.
- Cleans tanks and other facilities; maintains buildings and grounds in a clean and orderly manner.
- Collects water samples for quality control tests and analyzes samples using laboratory test equipment.
- Receives chemical shipments; monitors unloading process and records into inventory; tests shipments for compliance to standards.
- Maintains a variety of records, logs and reports.
- Operates vehicle to travel to various District facilities.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles, methods and techniques for operating pumps, valves, electric motors, diesel engines and electronic, computerized and manual control systems.
- Functions and servicing requirements of the equipment used in a waste water treatment facility.
- Principles, methods, practices and techniques utilized in chemical, bacteriological and biological analyses.
- Federal, state, and local laws and regulations in assigned areas of responsibility.
- Computer applications related to the work, including modern, state-of-the-art supervisory control and data acquisition systems (SCADA).
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate a variety of pumping, treatment, control and transmission equipment and machinery, including digital control equipment.
- Operate and maintain hand and power tools pertaining to the work.
- Accurately read meters, gauges, valve books, blueprints and schematic drawings.
- Make mathematic calculations, including metrics.
- Follow and apply oral and written work instructions.
- Learn methods and techniques of diagnosing equipment malfunctions.
- Learn methods and techniques of conducting sampling.
- Prepare basic records and reports of work performed.
- Follow safety practices and procedures pertaining to the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- One (1) year of experience performing plant and equipment operations duties in a water reclamation plant.

Education:

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

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- State of California Water Resources Control Board Wastewater Treatment Operator Grade I Certificate.

PHYSICAL DEMANDS

The physical 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.

Must possess mobility to work in standard water reclamation plant and related facilities; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces, around machines and to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; 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 averaging weights of up to 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

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.

Eastern Municipal Water District
Job Title: Water Reclamation Plant Operator I
Last Update: March 2020

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may need to wear protective clothing when using chemicals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Water Reclamation Plant Operator I
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Water Reclamation Plant Operator I. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____