



CITY OF LAKEPORT

WASTEWATER SYSTEMS OPERATOR I and II

(Formerly Wastewater Facilities Operator I and II)

Job Description

DEFINITION

Under general supervision, operates and performs routine maintenance on a variety of plant equipment in connection with the continuous operation of wastewater facilities including treatment, storage, irrigation, disposal, pumping, roadways, power supplies, controls and other related equipment; performs related work as assigned.

CLASS CHARACTERISTICS

Wastewater Systems Operator I is the entry level class in this series. Initially under close supervision, incumbents learn and perform a variety of duties in the routine cleaning, maintenance and operation of a variety of wastewater collection, treatment and reclamation related equipment and facilities. This class is alternately staffed with Operator II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

Wastewater Systems Operator II is the journey level classification in this series. Individuals have responsibility for the efficient operation of a variety of wastewater collection, treatment and reclamation related equipment and facilities.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Operates pumps, valves, and other equipment by hand, mechanical and program parameter (PLC's) means to regulate the flow of wastewater through various treatment processes; maintains flow to assure maximum efficiency of plant equipment.

Takes samples of wastewater and other materials at established times; runs laboratory tests as needed.

Inspects plant equipment and remote facilities and reports any failures or operating difficulties; stops and starts equipment as required for repairs; operates, adjusts and maintains chemical feed equipment to ensure compliance with established standards; troubleshoots electrical system problems and makes minor repairs and/or modifications.

Reads meters, gauges, charts and instruments; changes recording charts and ensures their continuous operation; performs record keeping functions such as logging plant operations, test results, maintenance work performed, and unusual operating conditions encountered; prepares and maintains a variety of computerized and written records.

Uses the SCADA and computers to monitor wastewater treatment operations; checks the computer for alarms, lift station level trending, equipment summary readings and flow totals.

Cleans, lubricates, and performs routine maintenance of plant equipment and facilities; assists in the routine maintenance painting of plant machinery, equipment, piping and structures; assists in the care of grounds adjacent to the work location; assists and performs repairs as necessary.

Participates in the work of a crew engaged maintaining and repairing sewer mains, storm drains and lift stations; assists in the operation of the hydrojetter to clean sewer lines; cleans blockages to sewer lines and storm drains; works on a variety of maintenance crews.

Operates a variety of heavy and light equipment such as backhoe, dump truck, loader and fork lift; uses common hand and power tools and drives a motor vehicle in the performance of the work; observes safe work methods and safety precautions related to the work; repairs a variety of shop equipment and fabricates items as needed.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include

Wastewater Systems Operator I: equivalent to graduation from high school. One year of mechanical or related experience is desirable.

Wastewater Systems Operator II: In addition to the above, one and one-half years of experience in the operation of a wastewater treatment plant while certified as an Operator I.

Knowledge, Skills and Abilities

Wastewater Facilities Operator I: Working knowledge of operation, maintenance and repair of wastewater collection and reclamation plant equipment and facilities; wastewater treatment and reclamation principles, methods and practices; electrical systems; shop equipment, machinery and mathematics; safety rules, codes and regulations and safe work methods pertaining to the work; basic first aid and CPR techniques; methods and precautions in storing and handling chlorine and other hazardous gases, chemicals and pesticides; routine process control tests.

Wastewater Facilities Operator II: Considerable knowledge of operation, maintenance and repair of wastewater reclamation plant equipment and facilities; wastewater collection, treatment and reclamation principles, methods and practices; electrical systems; shop machinery, equipment and mathematics; safety rules, codes and regulations and safe work methods pertaining to the work; basic first aid and CPR techniques; methods and precautions in storing and handling chlorine and other hazardous gases, chemicals and pesticides; routine process control tests; operations of the SCADA, computers and a variety of software.

Ability to communicate clearly and concisely, both orally and in writing; operate wastewater collection, treatment plant equipment, including automatic control devices without immediate or detailed supervision; perform routine maintenance and make operating adjustments to wastewater treatment equipment; utilize the SCADA, computers and a variety of software programs; clean and paint facilities and equipment; recognize unusual, inefficient or dangerous operating conditions and taking appropriate action; troubleshoot electrical systems and make minor repairs; fabricate items for operations; accurately read and record data from gauges and meters; read and interpret plant piping and distribution diagrams and schematics; perform routine control tests and adjust plant equipment accordingly; keep records and make oral and written reports of work performed; establish and maintain effective working relationships with those contacted in the course of the work; work safely; work independently; take samples and run routine laboratory tests; meet the physical requirements established by the City.

Special Requirements

Possession of or ability to obtain a Class B California driver's license with Haz Mat, Tanker and Air Brake endorsements and a satisfactory driving record.

Possession of state-mandated certifications including but not limited to:

Possession of or ability to obtain a California Wastewater Plant Operator Grade I Certificate within one year of appointment as an Operator I.

Possession of a California Wastewater Plant Operator Grade II Certificate prior to appointment to Operator II.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY III – HEAVY PHYSICAL EFFORT

DEFINITION

Positions in this category require exceptional physical ability with prolonged periods of heavy physical labor.

CHARACTERISTICS

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

OTHER FACTORS

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.

Power Equipment: Operates power tools or other machinery that are potentially hazardous.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	Level I = 32
CLASS RANGE NO.	Level II = 37
FLSA	Non-Exempt
ADOPTION DATE	3/29/12
REVISION DATE	
APPROVED BY:	