

WATER RECLAMATION OPERATOR-IN-TRAINING

DEFINITION

Under close supervision, learns to operate and operates equipment, facilities, and related appurtenances as found in the City's water treatment and distribution system and/or wastewater treatment plant; learns to take periodic samples and perform standardized tests to ensure proper operation within established guidelines; learns and assists in the monitoring, adjusting, and performing of routine maintenance on plant, treatment, and pumping equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from the Water Reclamation Chief Operator. No direct supervision is exercised.

CLASS CHARACTERISTICS

This is the entry-level class in the water reclamation operations series. Initially, under close supervision, incumbents with basic utility operations experience learn City wastewater treatment facilities and systems, the use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is flexibly staffed with Water Reclamation Operator I, and incumbents may advance after gaining the knowledge, skill, experience, licenses, and certifications that meet the qualifications and demonstrate the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL FUNCTIONS (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.

- Learn to monitor plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Learn to review and analyze automated information and control system data and revise equipment settings as appropriate; notify supervisor of unusual situations and make inspections or correct system problems as necessary.
- Learn to interpret and may perform laboratory and process tests to optimize plant performance, check the results, and make appropriate changes.
- Learns to perform proper usage and handling of chemicals according to industry standards.
- Learns to operate and assist in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas, and electric-powered pumps, air compressors, emergency systems, power generation systems, chillers, pressure and flow regulators, analyzers, filters, chemical feed systems, digesters, bar screens, and blowers.

- May assist in collecting water, wastewater, sludge, and other samples from various phases of the treatment process; assists in performing standard chemical and physical tests on these samples to ensure that plants are operating effectively and that regulatory requirements are being met.
- Learn to operate valves, pumps, and automated controls to regulate the flow of water and/or wastewater through plants.
- Learns to lubricate pumps, motors, chains, conveyors, and other machinery and equipment.
- Learns to perform routine maintenance painting of machinery, structures, equipment, and piping systems.
- Learns to read residential and business water meters on an established schedule using a hand-held computer recorder; provides the results to finance for billing purposes.
- Learns to make minor adjustments on service equipment; assists in the maintenance of tools and equipment in working order.
- May operate heavy equipment in performance of duties, as assigned.
- Assists in the maintenance of accurate records, including calculating the daily use of energy and chemicals and completing required monthly reports.
- Assists in the maintenance of accurate records of gauge and meter readings, chemical test results, and work performed.
- Maintains facilities, grounds, and equipment in a clean and orderly condition.
- Learns to use a variety of hand and power tools and testing equipment.
- Observe safe work methods and make appropriate use of related safety equipment as required.
- May respond to complaints and answer questions from the public or escalate to supervisor, as necessary.
- May respond to emergency situations as necessary.
- Performs related duties as assigned.

If assigned to Wastewater Collections, under the guidance of the Wastewater Collections Supervisor:

- *Assists in planning, prioritizing, assigning, reviewing, and participating in the work of staff responsible for clearing and cleaning wastewater collection system lines.*
- *Establish schedules and methods for providing wastewater collection system maintenance services; identify problem areas in the collection system that require special attention; review needs with appropriate management staff.*
- *Learn and operate a closed-circuit televising inspection system; televise underground sewer lines, storm drains, and sewer laterals.*
- *Learns and assists in conducting field inspections and reviewing videotapes of new sewer construction.*
- *Learns and performs various manual and semi-skilled tasks involved in the general maintenance and repair of the wastewater collection system.*
- *Work for extended periods of time and in unfavorable weather conditions.*
- *Work in confined spaces while wearing a respirator.*
- *Learns to read maps, blueprints, and diagrams.*
- *Safely drive and operate equipment as required to perform duties.*
- *Sets traffic control, including safety devices, signs, and barricades; ensures the safety of the public and work crew.*
- *Maintains records of basic operations, maintenance, and work performed; maintains records related to the time and cost of jobs; inputs work activities into the City's asset management program.*
- *Learns and assists with Sanitary Sewer Overflow electronic reporting to the State Water Board using the California Integrated Water Quality System (CIWQS) database program.*

QUALIFICATIONS

Knowledge of:

- Principles, practices, equipment, material, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment and distribution/disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water, wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic equipment troubleshooting principles and practices.
- Basic record-keeping practices.
- Basic mechanical, electrical, and hydraulic principles.
- Water/wastewater and shop mathematics.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Operate, maintain, and repair a variety of wastewater treatment and disposal 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 standard chemical and physical tests of water, wastewater, sludge, and related materials.
- Use and maintain the tools and equipment of the work skillfully and safely.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain manual and automated logs, records, reports, and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal 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:

Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in the operations and/or maintenance of pumps, motors, and other water/wastewater-related facilities and equipment.

License or Certificate:

- Valid California Class C driver's license with satisfactory driving record.
- Ability to obtain a Grade I Wastewater Operator in Training Certificate issued by the California State Water Resources Control Board within eighteen (18) months of employment.

If assigned to Wastewater Collections:

- Valid California class A or B driver's license with satisfactory driving record. ***The license must include Air Brake and Tanker endorsements.***
- Ability to obtain a Grade I Wastewater Operator in Training Certificate issued by the California State Water Resources Control Board within eighteen (18) months of employment.
- Ability to obtain a Manhole Assessment and Pipeline Assessment Certificate issued by the National Association of Sewer Services Companies within eighteen (18) months of employment.
- Ability to obtain Collections System Maintenance Certificate issued by the California Water Environment Association within eighteen (18) months of employment.

PHYSICAL DEMANDS

Must possess mobility to work in standard wastewater treatment plants and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; 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 the 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 necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.