

North Marin Water District

TREATMENT PLANT OPERATOR

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under general supervision, operates the various water and wastewater treatment plants of the District, performs general maintenance at these plants, and participates in other water quality related programs and activities as required.

DISTINGUISHING CHARACTERISTICS

The **Treatment Plant Operator** must have sufficient proficiency and facilities familiarity to carry out the various treatment plant operations of the District with minimal direct supervision or assistance. An employee initially hired in this classification is considered an experienced water treatment operator and must attain a satisfactory level of proficiency within six months of date of hire.

SUPERVISION RECEIVED

Receives direct supervision from the Treatment Plant Supervisor and, upon assignment, Senior Treatment Plant Operator.

ESSENTIAL DUTIES (include but are not limited to the following)

Operates Stafford Water Treatment Plant on an assigned shift and West Marin water and wastewater treatment plants when scheduled, usually without direct supervision and often alone. Controls the treatment processes to assure continuous compliance with District and regulatory agency water quality requirements and objectives: Performs chemical and physical laboratory tests, accurately interprets test results, computer controls, gauges, meters, charts and all other treatment performance indicators. Monitors and inspects treatment process equipment and instruments for proper operation and takes corrective action as needed. Maintains operational and water quality records, prepares reports and charts, assists in treatment and water quality optimization study and test programs. Participates in training programs and advances skills.

OTHER DUTIES

Performs routine maintenance of plants and grounds, assists in major maintenance of treatment plant facilities and equipment. Performs water quality functions including investigating consumer water quality complaints, collecting laboratory samples, cleaning and disinfecting storage tanks, inspecting backflow protection devices, flushing distribution system mains, and source/watershed surveillance and maintenance activities. Conducts public tours of treatment facilities. The work often requires physical exertion and exposure to conditions that may be hazardous or unpleasant. Understands and observes safety rules. Acquires and maintains proficiency in the use of specialized safety equipment. Is on call at all times for emergencies.

Approved	CD
Date	1/25/08

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Possession of a high school diploma or the equivalent, and three years' experience as a treatment plant operator, at least one of which was in a position of responsibility without direct supervision. Approved instruction in water or wastewater treatment can be substituted for up to one year of experience. Any combination of education, training and experience which, in the opinion of the District, is the equivalent of the above qualifications.

Knowledge/Skill/Ability

Knowledge of: general principles and practices of chemistry and/or biology as applied to water treatment operations; principles of basic hydraulics including pumps and pumping systems, chemical metering pumps, including disinfection systems and controls; general issues involved with the safe use and handling of chemicals, chemical dosing calculations and hazards.

Ability to: work independently; work rotating shifts, weekends, holidays, overtime as required and be available for emergencies; operate specialized water and wastewater equipment including safety equipment; accurately maintain records; collect water and wastewater samples and perform the appropriate laboratory tests; operate a personal computer and manipulate a programmable logic controller; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

License/Certificate

Possession of a valid Class C California driver's license.

Possession of a California Department of Health Services Grade III Water Treatment Plant Operator certificate.

Acquire and maintain CPR and First Aid certification.

Pesticide applicator certification.

Hazwoper first responder training.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

The work requires exposure to conditions that may be hazardous or unpleasant. Position requires working in the field out of doors in all weather conditions and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handling noise-producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, upper body twisting in the performance of daily activities. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires both near and far vision while making visual checks of facilities and working on equipment. Requires light and heavy lifting, pushing a dragging of equipment and supplies in excess of 100 pounds. Employees may be exposed to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgment, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment. Ability to drive an automatic or manual transmission four-wheel drive vehicle on dirt roads in varying weather and road conditions.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

1/08