

## CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
<b>Position Title:</b> Wastewater Plant Operator I	<b>Department :</b> Wastewater Plant	
<b>Reports to:</b> Wastewater Supervisor	<b>FLSA Classification :</b> Non-Exempt	
<b>Career Ladder:</b> Wastewater Plant Operator II	<b>Pay Grade:</b>	<b>Approval Date:</b> 08/16/05

**POSITION SUMMARY:**

The fundamental reason this classification exists is to perform inspection of pumps, valves, and other equipment that regulates wastewater flow through treatment processes in accordance with daily checklist to keep all plant equipment in optimum working condition. Operate, monitor, maintain, lubricate, and adjust equipment, including pumps and valves in compliance with established standards. Acquire samples and either perform or cause performance of various tests to assure public safety. Perform maintenance of equipment, facilities, and grounds and ensure a high level of cleanliness of assigned areas.

**CLASS CHARACTERISTICS:**

This classification is the first full operational level of the Wastewater Plant Operator series and is responsible, under general supervision, as well as lead direction from the Wastewater Plant Operator II, for the performance of tasks necessary for the continuous operation of the wastewater facility. This classification is required to make equipment adjustment to control the process within prescribed limits, monitor the equipment and process flow, sample and test the process, record activities and findings, and perform mechanical, grounds, and facility maintenance duties at the wastewater facility.

**ESSENTIAL RESPONSIBILITIES:**

Perform functions in accordance with a daily checklist of plant operations. Operate pumps, valves, and other equipment by hand or mechanical means to regulate the flow of wastewater through primary and secondary treatment processes. Maintain an even flow of wastewater to assure maximum efficiency of plant equipment

Operate, adjust and maintain chemical feed equipment to ensure compliance with established standards. Read meters, gauges, charts and instruments. Change recording charts and ensure their continuous operation

Perform record keeping functions such as logging plant operations, tests performed, and unusual operating conditions encountered. Prepare special reports and required. Report the need for additional maintenance and repair

Lubricate and adjust equipment, bearings, and pumps in normal operations, as necessary. Change oil on equipment

Take samples of wastewater and other materials at established times. Perform standardized tests on such samples at plant laboratory or take them to an independent laboratory for further analysis

Inspect plant equipment and report any failures or operating difficulties, clean, and perform routine maintenance and repair work on plant equipment and facilities. Inspect assigned areas, corrects or reports safety hazards

Wash down digesters, bar screen and concrete, primary and secondary clarifiers, and other equipment and facilities, as directed

Perform daily maintenance tasks such as cleaning and painting of machinery, equipment, piping, and structures. Perform grounds/landscape maintenance in the areas in and around the wastewater treatment facility, including mowing lawn, setting sprinklers, weed abatement, and washing of buildings

Act in accordance with established guidelines in emergency situations

Operate various motor vehicles used in the course of daily duties, perform routine vehicle maintenance, and make safety checks

Perform facility maintenance work including carpentry, plumbing, painting, masonry, and related work

Pick up or receive supplies delivered and ensure that they are properly stored

Handle and store a variety of chemical compounds used in the course of operational activities. Follows label instructions to mix and dilute these agents to ensure proper strength for use

Performs other or related duties as assigned

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## **MINIMUM QUALIFICATIONS:**

**Knowledge of** – The operation, maintenance, and repair of wastewater treatment plant equipment and facilities. The wastewater treatment processes, including treatment principles, methods, and practices. Routine process control tests. Safety rules, codes, and regulations pertaining to the work. Methods and precautions in storing and handling chlorine and other hazardous gasses, chemicals, and pesticides. Follow oral and written instructions. Basic equipment maintenance and repair, and janitorial and routine building/facility maintenance. Use of minor maintenance hand and power tools and equipment used in mechanical and landscaping maintenance work and related safe practices. Basic painting, plumbing carpentry, mechanic, and masonry tools and techniques. Knowledge of lubricants and their use. Shop mathematics. Interpretation of basic technical drawings and schematics. Correct use of oral and written English.

**Skilled in** – Operating wastewater treatment plant equipment without immediate or detailed supervision. Making operating adjustments to wastewater treatment equipment. Performing basic equipment maintenance and repair work and general landscaping maintenance work. Recognizing unusual, inefficient, or dangerous operating conditions and taking appropriate action. Accurately reading and recording data from gauges and meters. Dealing with the public. Organizing and prioritizing assigned work. Establishing and maintaining effective working relationships with those contacted in the course of work. Communicating tactfully and effectively with the public and employees. Using independent

judgment and initiative and completing assignments within established parameters and guidelines. Respond effectively to oral as well as written instructions.

**Ability to** - Communicate clearly and concisely in oral and written English. Be critically observant and prepare clear and concise basic reports of those observations. Read and interpret piping and distribution diagrams. Perform routine control tests and adjust plant equipment accordingly. Methods and precautions in storing and handling chlorine and other hazardous gasses, chemicals, and pesticides. Follow oral and written instructions. Use independent judgment and initiative in work situations. Operate a personal computer.

**Licenses and Certificates** –. Water Plant Operator I: Possess an appropriate California Driver License with a driving record acceptable to the City. Must possess and maintain a Grade I Wastewater Operator Certificate issued by the State of California Water Resources Control Board. Failure to maintain the certificate will lead to termination upon expiration of the certificate.

**Physical Abilities and Work Environment** – The employee must be able to stand for lengthy periods of time in both indoors and a variety of outdoor physical and weather environments with exposure to extreme temperatures. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, and work in confined places. Perform heavy labor. Drive an automobile. Exposure to a variety of gases, chemicals, and chemical compounds encountered and used in the course of work. Must possess the manual dexterity to use small hand tools, and be able to lift up to 100 lbs.

**Other** –Bilingual fluency in English and Spanish is desirable.

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## **EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

**Experience** – At least one year of experience in the general maintenance, monitoring, and operation of a wastewater treatment plant.

**Education** - Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California

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## **ACKNOWLEDGEMENT**

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

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Signature

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Date