

CITY OF WASCO POSITION DESCRIPTION

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

POSITION SUMMARY:

The fundamental reason this classification exists is to, lead oversee, review and perform the full array of duties assigned to classes in the Wastewater Treatment Plant Operator series, including operations, controls and maintenance work in one or more Public Works wastewater treatment plant facilities. Demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties;

CLASS CHARACTERISTICS:

The Wastewater Treatment Plant Operator III is the advanced journey/lead level class responsible for a wide variety of plant operations and maintenance of the wastewater treatment plant, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the Wastewater Treatment Plant Operator II by performing the full range of duties allowed by the possession of a Grade III Certificate as a Wastewater Operator and may be assigned as a lead worker over assigned operators.

ESSENTIAL RESPONSIBILITIES:

Leads, assigns, operates, inspects, cleans, repairs, replaces and maintains pumps, motors, filters and related equipment; performs general, grounds and preventive maintenance and repairs in and around plant facilities; operates vehicles and other equipment

Conducts on-site inspections of plant operations, insuring that operational problems are identified and corrected; insures that plants are operating within safety standards established by federal, state and local laws, ordinances and regulations; provides training for less experienced personnel

Performs basic skilled water pollution control laboratory testing and analysis; monitors the operation of industrial wastes instrumentation for proper monitoring; adheres to quality assurance programs for laboratory analysis and instrumentation

Prepares and updates reports, including records and logs in compliance with state and federal mandates for reporting

Assists in the training of lower level personnel

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public

Performs other or related duties as assigned

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 – Possess and appropriate California Driver License with a driving record acceptable to the City. Must possess and maintain a Grade III Wastewater Operator Certificate or qualification issued by the State of California Water Resources Control Board. Failure to maintain the certificate may 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.

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 – Two years of experience performing duties similar to those assigned to the Wastewater Treatment Plant Operator II

Education - Graduation from an accredited high school or an equivalent certificate and Completion of specialized training in the operation and maintenance of a wastewater treatment plant and equipment plus additional college level course work in chemistry, biology or a related science

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

Signature

Date