

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator IV
CLASSIFICATION: Non Exempt
REPORTS TO: Water Treatment Supervisor
SALARY LEVEL: E-34
DATE: 4/12/2016

Definition:

Under general supervision, performs the full range of tasks and duties related to the operation of Casitas treatment facilities, dam and SCADA system. This is the full journey level class in the Plant Operator series and is distinguished from other classes by the performance of the full range of duties as assigned and acts with increased independence. Operators in this class will be required to perform duties of lower level positions.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation. Analyzes data and makes appropriate SCADA setpoint adjustments as needed.
- Operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wells, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- Operates distribution SCADA; makes independent decisions regarding pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Operates and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations. Determine chemical dosages and make adjustments to plant processes as necessary.
- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities.

- Perform general plant facility maintenance; inspect, service and repair components of the water treatment plant including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- Order and accept delivery of bulk chlorine, ammonia, coagulants, copper sulfate, oxygen, and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.

Secondary duties to assist with include but are not limited to the following:

- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Prepare various reports on operations and activities.
- Participate in the preparation of assigned budget, assist with chemical ordering, capital project planning, submit budget recommendations. Prepare requisitions for material and equipment purchases.
- Work with vendors and outside contractors on a variety of treatment and maintenance activities; coordinate work activities and ensure work quality conforms to standards.

Knowledge, Skills, and Abilities:

Knowledge of principles, methods, and practices of water treatment. Basic principles of reservoir limnology and watershed management. Modern office procedures, methods and computer equipment, including applicable software applications such as word processing, spreadsheets, and MMS. Knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety. Ability to demonstrate initiative and operate independently. Communicate effectively, verbally and in writing; assist with preparing reports, budgets, and contract documents; interact effectively with peers and external personnel to establish and maintain effective working relationships; apply common sense in carrying out verbal or written instructions; analyze complex operational problems; evaluate alternatives, recommend and/or implement effective courses of action. Read and interpret technical manuals, blueprints, drawings, schematics and diagrams. Interpret and apply departmental policies and procedures. Operate and maintain a variety of hand and power tools required for day to

day operations. Perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

Education and Experience:

A combination of experience and education that has led to the acquisition of the knowledge, skills, and abilities as indicated above. Two ways to obtain the knowledge, skills and abilities would be:

- Experience: Four years of experience operating potable water treatment facilities, including two years of shift work as a certified Grade III Treatment Plant shift operator.
- Training: Equivalent to the completion of twelfth grade supplemented by a minimum of 9 units of college level course work in water science, chemistry, engineering, construction technology or a related field.

OR

- Six years of progressive experience in the operation of potable water treatment facilities, including four years as a certified California Grade III Treatment Plant or higher shift operator. Demonstrated competency must include ability to maintain effective and cooperative relationships with other departments, staff, and outside contractors.

Certificates, Licenses, and Registrations:

- Possession of a valid Class C California driver's license.
- Possession of a valid Grade IV Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- Possession of a valid Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- CPR/First Aid certificate.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, 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.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. 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 weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be available to work shifts (including evenings and nights), weekends and holidays, and must be willing to participate in the treatment plant operator's standby schedule and emergency callbacks

The specific statements in each section of this job description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions.

Employee Signature

Date