

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator In Training (OIT)
CLASSIFICATION: Non Exempt
REPORTS TO: Water Treatment Supervisor
SALARY LEVEL: E-22
DATE: 4/12/2016

Definition:

Under immediate supervision, participates in a training program for the operation and maintenance of the Casitas water treatment facilities, dam and SCADA system. This class is expected to obtain the sufficient training, knowledge and experience required to advance to the Treatment Operator III classification. This position will not assume shift or standby operations.

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, and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation.
- As directed, 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.
- As directed, operates distribution SCADA; adjust pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- 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.
- As directed, operates and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.
- 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.
- 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.
- 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.
- Perform miscellaneous project work as assigned; gather data and perform spreadsheet entries.

Knowledge, Skills, and Abilities:

Knowledge of operating principles of valves, pumps, motors and related appurtenances; methods material, tools and equipment used in the operation of water treatment facilities. Knowledge of the principles, methods, and practices of water treatment; basic chemistry and algebra; safety equipment and practices, including the handling and storage of hazardous chemicals. Knowledge of basic mechanical, electrical and hydraulic principles; basic operational maintenance practices of electrical motors, pumps; and basic computer software applications including Word and Excel. Ability to communicate effectively, verbally and in writing; interact effectively with peers and external personnel to establish and maintain effective working relationships; apply common sense in carrying out verbal or written instructions; read and interpret equipment manuals, schematics and diagrams; operate and maintain a variety of hand and power tools required for day to day operations. Ability to 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. A typical way to obtain the knowledge, skills and abilities would be:

- Experience: Some water treatment plant operator experience is desirable.
- Education: Equivalent to the completion of twelfth grade supplemented specialized training in treatment plant operations.

Certificates, Licenses, and Registrations:

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

As a condition of employment, incumbents must obtain the following within two years of hire.

- Successfully pass the Grade III Water Treatment Plant Operator Exam administered by the California State Water Resources Control Board.
- Obtain a valid Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.

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:

Must be willing to work weekends, holidays, and after-hour shifts for emergency callback response.

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

Employee Signature

Date