

JOB DESCRIPTION
Potable Water Treatment Operator III
Code Number: 32014

GENERAL PURPOSE

Under direction, performs a variety of skilled duties in the operation and maintenance of the District's water treatment facilities; performs repairs and adjustments to plant equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Potable Water Treatment Operator III is the advanced journey class in this series in which incumbents perform the full range of tasks and duties involved in the operation and upkeep of plant equipment and facilities. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise.

This class is distinguished from the Potable Water Treatment Operator II in that the Potable Water Treatment Operator III holds a valid Grade III Water Treatment Certificate from the State of California and performs a full range of water treatment related duties, including the more complex assignments. The Potable Water Treatment Operator III is also expected to assist in the training of less experienced personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

Participates in the operation and maintenance of water treatment and related equipment; calibrates and repairs instruments; inspects pumps for proper operation; services pumps and pumping equipment.

Performs all duties and responsibilities relative to water production and treatment facilities operation and maintenance, including sampling and monitoring well production; reviews and comments on plans and specifications.

Reads meters, gauges and charts; regulates water flows in accordance with established procedures; maintains operating logs and records.

Establishes, participates in, and maintains preventive and corrective maintenance programs and procedures.

Maintains various safety programs and equipment, including but not limited to hazardous materials, chemical handling, and confined space entry.

Inspects equipment to determine operating condition; adjusts and calibrates feed machinery for a variety of chemicals to keep treatment at prescribed standards; changes chemical tanks and cylinders.

Monitors water quality; performs operational adjustments to the treatment system to ensure compliance with quality and regulatory requirements.

Performs all necessary control tests and calculations to maintain efficient operations; records results of test and other measurements and plots data on graphs.

Makes daily visits to all operating feed wells to collect metering data and ensure proper operation of oil dippers; clears well fails and performs minor troubleshooting duties as needed; samples and monitors well production.

Receives chemical shipments, participates in the unloading process and records into inventory; inspects shipments received for standards compliance.

Inspects plant equipment including pumps, valves, electric motors, switch gears, compressors, blowers, chemical mixers, engines, and generators.

Responds in person to inquiries and investigates and resolves customer complaints.

Follows established regulations, guidelines, policies and procedures in the handling and transporting of hazardous materials.

Trains and assists less experienced operators.

Operates District vehicle to travel to various District facilities.

Works on a personal computer; uses of software to create and maintain a variety of records and reports.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles of water treatment plant operations; proper water quality sampling techniques for physical and micro-biological sampling; basic tools and equipment used in the operation and maintenance of motors, engines, pumps, and other water treatment plant equipment; chemical storage and dosing; instrumentation calibration; mathematical principles related to the computation of flows and volumes in water treatment, production and distribution systems; state laws and regulations, environmental regulations and workplace safety related to water quality control; methods and techniques preventive maintenance; safety precautions and procedures used in water utility work.

Ability to:

Operate a variety of treatment plant equipment; perform inspections of treatment plant equipment; monitor and adjust plant processes; learn to collect a variety of samples and conduct appropriate tests; apply pertinent Federal, State, and local laws, codes, and regulations; maintain and update accurate records; understand and follow oral and written instructions; create, utilize and interpret spreadsheets; lead and train less experienced personnel; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; communicate effectively, orally and in writing; make sound independent judgments within established guidelines; train others in work processes and procedures.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of experience operating and maintaining pumps and valves similar to those used in a large water treatment and distribution system, supplemented by training in water treatment operations; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

A State of California Water Treatment Operator Certificate, Grade III and a State of California Distribution Operator Certificate, Grade II.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds; and occasionally may lift and/or move up to 4000-pound containers with mechanical assistance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; interact with District staff, other organizations and customers who may be upset or dissatisfied.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently exposed to wet and/or humid conditions, vibration, fumes, airborne particles, toxic or caustic chemicals, and the risk of electrical shock.

The noise level is frequently loud.

The employee is required to work an on-call rotating-duty schedule, weekends and is subject to 24-hour emergency call out.

FLSA DETERMINATION: Non-exempt.