

---

# Mt. View Sanitary District

## Policies and Procedures Manual

**POLICY TITLE: Wastewater Operator Series (Trainee/I/II)**

**POLICY NUMBER: 2435**

**JUNE 2015**

**FLSA: NON-EXEMPT**

### **WASTEWATER OPERATOR SERIES (TRAINEE/I/II)**

#### **DEFINITION**

Under direct or general supervision, operates equipment, facilities, pump stations, and related appurtenances as found in a wastewater collection system and treatment plant; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes minor repairs to plant facilities and equipment; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Wastewater Operations Supervisor. May provide technical and functional direction to lower-level staff.

#### **CLASS CHARACTERISTICS**

Wastewater Operator Trainee: This is the entry-level class in the wastewater treatment plant operator series. Under direct supervision, incumbents learn to operate and maintain wastewater collection system and treatment plant equipment and appurtenances according to District practices and procedures, as well as State and Federal regulations. Positions at this level usually perform most of the duties required of the positions at the I level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Wastewater Operator I: This is the entry journey-level class in the wastewater treatment plant operator series. Under general supervision, incumbents operate and maintain wastewater collection system and treatment plant equipment and appurtenances according to District practices and procedures, as well as State and Federal regulations. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods.

**Wastewater Operator II:** This is the full journey-level class in the wastewater treatment plant operations series that performs the full range of duties required to ensure that the wastewater collection system and treatment plant facilities and systems operate effectively and are maintained in a safe and effective working condition. Responsibilities include performing standardized tests on wastewater operations equipment, inspecting and attending to issues in a timely manner, and performing a wide variety of tasks in the preventative maintenance and minor repair of assigned facilities and systems.

Positions in the Wastewater Operator class series are flexibly staffed. When Wastewater Operator I positions are filled by advancement from the Trainee level, the incumbent must possess a Grade I Wastewater Operator Certificate issued by the California State Water Resources Control Board and demonstrate accumulated experience, knowledge, and skill, which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the employee is required to have a Grade I Wastewater Operator Certificate issued by the California State Water Resources Control Board and one (1) year of related experience that demonstrates the ability to perform the work of the Wastewater Operator I position. .

Positions at the Wastewater Operator II level, when filled by advancement from the Wastewater Operator I level, require demonstration of the knowledge, skill, and experience, which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class and possession of a Grade II Wastewater Operator Certificate issued by the California State Water Resources Control Board. When filled from the outside, the employee is required to have a Grade II Wastewater Operator Certificate issued by the California State Water Resources Control Board and one (1) year of related experience that demonstrates the ability to perform the work of the Wastewater Operator II position.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; changes flow meter charts; makes process adjustments according to information gathered, samples collected, readings, and records.
- Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that plants are operating effectively and that regulatory requirements are being met.
- Interprets and may perform routine laboratory and process tests to optimize plant performance, checks the results, and recommends changes to the Supervisor.
- Performs proper usage and handling of chemicals according to industry standards.
- Operates and assists in preventive maintenance on a variety of collection system and treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other collection system and treatment plant fixtures and appliances; services equipment according to an established schedule and inspects facilities and equipment to determine the need for maintenance or repair.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Removes blockages; replaces worn parts; performs maintenance as required.

- Lubricates pumps, motors, chains, conveyors, and other machinery and equipment.
- Operates and maintains a variety of hand and power tools and equipment related to work assignment as instructed.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed.
- Responds to Sanitary Sewer Overflows and plant emergencies; resolves issues and completes necessary reporting.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of wastewater collection, treatment, and disposal facilities and equipment.
- Basic principles and practices of record-keeping methods.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Wastewater Treatment Plant Operator I and II, in addition to the above:**

- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater collection, treatment, and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic equipment troubleshooting principles and practices.
- Basic mechanical, electrical, and hydraulic principles.
- Basic arithmetic and statistical techniques.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.

### **Ability to:**

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.

- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work in a team environment as a contributing team member.

**Wastewater Treatment Plant Operator I and II, in addition to the above:**

- Operate, maintain, and repair a variety of wastewater collection, treatment, and disposal facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions, including confined spaces.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic calculations.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Wastewater Treatment Plant Operator Trainee, I, and II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Wastewater Treatment Plant Operator Trainee: Some experience in the operation of hydraulic pumps, valves, gasoline powered engines, and motors is desirable.

Wastewater Treatment Plant Operator I: One (1) year of experience in wastewater treatment plant operations, or one (1) year of experience equivalent to Wastewater Treatment Plant Operator Trainee at the District.

Wastewater Treatment Plant Operator II: Two (2) years of experience in wastewater treatment plant operations, or one (1) year of experience equivalent to Wastewater Treatment Plant Operator I at the District.

**Licenses and Certifications:**

Wastewater Treatment Plant Operator Trainee/I/II

- Possession of a valid California's Class B driver's license within three months of appointment.
- Must possess and maintain a valid Class C California driver's license. Must continue to meet all of the provisions of the District to be insured with the terms and conditions of the District's insurance program as condition of employment.

Wastewater Treatment Plant Operator Trainee

- Possession of a California Wastewater Treatment Plant Operator-in-Training Certificate issued by the California State Water Resources Control Board within three months of appointment.
- Ability to obtain a valid Grade II Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board within thirty-six (36) months of employment.

Wastewater Treatment Plant Operator I

- Possession of a Grade I Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- Ability to obtain a valid Grade II Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board within twenty-four (24) months of employment or the date of entry into the position.

Wastewater Treatment Plant Operator II

- Possession of a Grade II Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.

**PHYSICAL DEMANDS**

Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. 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 up to 75 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.

**WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.