

## CITY OF HUGHSON

### WASTEWATER TREATMENT PLANT OPERATOR IN TRAINING/I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under immediate and general supervision, learns to perform and performs the full array of duties assigned to classes in the Wastewater Treatment Plant Operator series, including operations, controls and maintenance work in a Public Works wastewater treatment plant facility; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

##### **Wastewater Treatment Plant Operator –in-Training – (OIT)**

The **Wastewater Treatment Plant Operator-in-Training** is the entry-level class in which the incumbent learns to perform assigned duties and serves in the capacity of an Operator In Training (OIT). Initially, under direct supervision, incumbents perform the more routine plant operator duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Plant Operator I, and incumbents may advance to the higher level after gaining experience, obtaining required certifications and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

##### **Wastewater Treatment Plant Operator I**

The **Wastewater Treatment Plant Operator I** is the journey level class responsible for a wide variety of plant operations and maintenance of the wastewater treatment plants, and incumbents are expected to perform the full scope of assigned duties. The classification is alternatively staffed with Plant Operator II, and incumbents may advance to the higher level after gaining experience, obtaining required certifications and demonstrating a level of proficiency that meets the qualifications of the higher level class.

##### **Wastewater Treatment Plant Operator II**

The **Wastewater Treatment Plant Operator II** is the advanced journey level class responsible for the full range of treatment plant responsibilities and for the performance of the most complex and difficult assignments within the series. Incumbents in this classification provide training to less experienced staff. This classification is distinguished from the next higher classification of Public Works Supervisor in that the latter is responsible for the overall operation and supervision of the wastewater treatment program.

## WASTEWATER TREATMENT PLANT OPERATOR IN-TRAINING, I, II

### **SUPERVISION RECEIVED/EXERCISED:**

#### **Wastewater Treatment Plant Operator-in-Training (OIT)**

Receives direct supervision from the Public Works Supervisor, Director of Public Works or higher-level staff if assigned. Incumbents in this class do not routinely exercise supervision.

#### **Wastewater Treatment Plant Operator I**

Receives general supervision from the Public Works Supervisor or Director of Public Works. May occasionally assists in the training of less experienced staff.

#### **Wastewater Treatment Plant Operator II**

Receives general supervision from the Public Works Supervisor or Director of Public Works. May provides training for less experienced staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Operates, monitors and maintains all plant equipment and components, including but not limited to pumps, valves, plumbing, gearboxes, fans, blowers, aerators and flow controls; reads and interprets meters, gauges and charts; maintains and upgrades mechanical and electrical systems.
- Conducts regular on-site inspections of plant operations making appropriate adjustment to process controls, ensuring that operational problems are identified and corrected; ensures that plants are operating within safety standards established by federal, state and local laws, ordinances and regulations; may provide training and supervision for less experienced personnel.
- Performs basic and skilled wastewater pollution control laboratory testing and analysis; takes samples and coordinates detailed testing with outside laboratories; 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.
- Performs maintenance and construction work as directed on the wastewater treatment system and related facilities; maintains plant facilities and grounds in a safe, clean and orderly condition; loads and unloads equipment and materials.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

### **WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in

## WASTEWATER TREATMENT PLANT OPERATOR IN-TRAINING, I, II

confined spaces. Incumbents will also work around high voltage and loud noise. The incumbent may be required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Wastewater Treatment Plant Operator**. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### **Wastewater Treatment Plant Operator-in-Training (OIT)**

One year of maintenance, construction or related experience equivalent to that of a Maintenance Worker I with the City of Hughson, and a high school diploma or equivalent.

#### **Wastewater Treatment Plant Operator I**

One year of experience in the operation and maintenance of a wastewater treatment plant equivalent to that of a Wastewater Treatment Plant Operator-in-Training (OIT) with the City of Hughson, and a high school diploma or equivalent.

#### **Wastewater Treatment Plant Operator II**

Three years of experience in the operation and maintenance of a wastewater treatment plant, one year of which must have been while in possession of a Grade II Wastewater Treatment Plant Operator certificate, and a high school diploma or equivalent.

### **License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license.

#### **Wastewater Treatment Plant Operator-in-Training (OIT)**

Possession of a Grade I Certificate as a Wastewater Treatment Plant Operator from the California State Water Quality Control Board within one year of employment.

#### **Wastewater Treatment Plant Operator I**

Possession of a Grade I Certificate as a Wastewater Treatment Plant Operator from the California State Water Quality Control Board.

#### **Wastewater Treatment Plant Operator II**

Possession of a Grade II Certificate as a Wastewater Treatment Plant Operator from the California State Water Quality Control Board.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the OIT, I and II levels.)*

## WASTEWATER TREATMENT PLANT OPERATOR IN-TRAINING, I, II

### **Knowledge of:**

Modern principles, practices and techniques of wastewater treatment plant operations; repair, maintenance and adjustment procedures for treatment plant equipment and controls; basic principles, practices and methods of laboratory testing procedures; operational characteristics of the tools used in maintenance of stationary power equipment, pumping systems and electrical systems; general maintenance and repair work; laboratory safety standards and programs; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations related to wastewater quality and control; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Learn to perform and perform maintenance and operations of a wastewater plant and related facilities; collect a variety of samples for laboratory tests and conduct wastewater testing and analysis; maintain accurate records and prepare comprehensive reports; perform plant operation and maintenance assignments; respond to after hours call-outs as assigned; reside within a thirty minute response time of the downtown City area within three months of employment; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate the tools and equipment used in the operation and maintenance of wastewater treatment facilities.