

DONNER SUMMIT PUBLIC UTILITY DISTRICT

Job Description

<i>Job Title (Class):</i>	Water/Wastewater OIT	<i>Reports To:</i>	Chief Operator or as assigned
<i>FLSA Status:</i>	Non-Exempt	<i>Approved by Board of Directors:</i>	TBD

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

I. Definition

Under supervision perform a wide variety of semi-skilled and skilled duties associated with the operation and maintenance of the District’s water treatment and distribution systems, and the District’s wastewater collection, treatment, and disposal systems; support the production, storage, and distribution of quality domestic water; support the collection, treatment, and disposal of domestic wastewater; ensure compliance with regulatory requirements; and to perform related duties and responsibilities as assigned.

II. Distinguishing Characteristics

OIT

- This is the first certified level in the Operator series. Initially positions in this class typically have little or no directly related work experience achieving a Grade 2 Water or Wastewater Certification within 18 months. Grade 2 of either water or wastewater certificate (Whichever of the two is still outstanding) within 24 months.

III. Supervision Received and Exercised

OIT

Receives immediate supervision from the Assistant Chief Operator; may receive technical supervision from an Operator during an assigned shift. Receives technical and functional supervision from the Chief Operator.

IV. Essential Functions Statement

The duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

1. Perform assigned treatment plant and distribution system rounds inspecting, monitoring and documenting plant equipment gauges, dials, graphs, and other instrumentation to ensure storage and treatment of water meets local, State, and Federal rules and regulations.

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2. Perform assigned wastewater collection system and lift station inspection and maintenance rounds.
3. Collect samples and conduct laboratory analysis of water quality, including, but not limited to, pH, chlorine, turbidity, bacteriological monitoring, and chemical dosing to ensure adequate and proper chemical application according to regulations and guidelines; make necessary operational adjustments in response to test results.
4. Monitor water quality and the collection of bacteriological samples in the distribution system.
5. Maintain, compile, and update plant operating logs and computerized reports as required by law related to water and wastewater treatment plant operational activities; perform and record water and wastewater treatment related mathematical calculations as needed.
6. Conduct inspections of treatment plant equipment to determine required maintenance and repair activities; perform the more routine maintenance, repair and servicing of plant operation machinery and equipment including pumps, valves, motors, feeders, tanks and reservoirs; perform preventative maintenance repairs or schedule repairs as required.
7. Conduct inspection of treatment plant to ensure plant is maintained in a clean and orderly fashion; perform sludge basin and reservoir cleaning; perform filter maintenance including back washing, media replacement and chemical treatment; ensure safe and proper handling and storage of treatment related materials.
8. Operate and maintain chemical dosing systems; maintain booster pump stations, wastewater lift stations, and storage tank sites; conduct monthly tank inspections.
9. Respond to emergency situations; answer questions, respond to inquiries, and resolve conflicts from the public relating to water distribution and treatment activities and wastewater collection and treatment activities.
10. Assess and appropriately and quickly respond to operational issues; ensure adherence to safe work practices during assigned shift.
11. Troubleshoot and assist less certified staff with questions regarding appropriate procedures, operations and maintenance activities as required by local, State, and Federal rules and regulations; oversee the work of outside contractors.
12. Grade III Operators provide technical supervision and training to less certified staff on an assigned shift.
13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
14. Safely operate snow removal equipment.
15. Safely operate excavating equipment such as backhoes and excavators.
16. Perform related duties as assigned.

V. Qualifications

OIT

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Knowledge of:

- Purpose and use of general construction and power tools
- Elementary mechanical principles and practices.
- Basic arithmetic to perform calculations.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Learn basic principles and procedures related to the operation and maintenance of a water treatment plant.
- Learn sampling methods and techniques.
- Learn principles of biology, chemistry, and mathematics.
- Learn policies and procedures governing water treatment facilities.
- Learn to perform skilled tasks associated with the operation and maintenance of water treatment facilities.
- Learn to read meters and gauges accurately.
- Learn to maintain accurate records and logs.
- Learn to operate snow removal and excavating equipment.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

VI. Experience and Education Guidelines

Experience

OIT: NONE

Education

OIT: Equivalent to completion of the twelfth grade.

License and Certificate

OIT:

- Possession of a valid California driver's license.
- Apply for OIT within 3 months of hire.
- Grade 2 Water or Wastewater certificate within 18 months of hire.
- Grade 2 of either water or wastewater certificate (Whichever of the two is still outstanding) within 24 months.

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VII. Working Conditions

Environmental Conditions

Work is normally performed in a temperature controlled room environment subject to typical plant operation noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock. The District is located at high elevation in the Sierra Mountains and winter work is frequently performed outdoors in a cold and snowy environment.

Physical Conditions

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less. Conditions also require walking short distances through and over snow and/or ice to access District facilities.

Mental Conditions

Essential functions may require maintaining mental condition necessary to know and understand operations, observe safety rules, intermittently analyze problem equipment, identify and locate equipment, interpret work orders, remember equipment location, explain jobs to others, and handle conflict.