

DONNER SUMMIT PUBLIC UTILITY DISTRICT

Job Description

<i>Job Title (Class):</i>	Water/Wastewater Operator I/II/III	<i>Reports To:</i>	Chief Operator or as assigned
<i>FLSA Status:</i>	Non-Exempt	<i>Approved by Board of Directors:</i>	June 18, 2024

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

Operator I/Operator In Training (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 (T2) within 18 months and a Grade 2 Wastewater within 24 months. The Operator I is distinguished from the Operator II by the performance of basic tasks and duties assigned to positions within the series that do not require possession of a Water or Wastewater Treatment Operator Grade 2 certificate.

Operator II

This is the second certified level in the Operator series. The Operator II is distinguished from the Operator III by the performance of duties assigned to positions within the series that do not require possession of a Water or Wastewater Treatment Operator Grade 3 certificate. Positions in this class are flexibly staffed and are normally filled by advancement from the Operator I level once the appropriate certification is obtained and performance expectations are met.

Operator III

This is the full journey level in the Operator series. The Operator III is distinguished from the Operator II by the assignment of the full range of duties and is required to be fully trained in all procedures related to assigned area of responsibility and are able to independently serve as shift operator responsible for the safe operation of the District’s treatment plants and portions of the distribution facilities as well as the monitoring of water quality. Positions in this class are flexibly staffed and are normally filled by advancement from the Operator II level once the appropriate certification is obtained and performance expectations are met. This class is further distinguished from the Chief Operator in that the latter is the advanced journey level and has responsibility for the

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overall interpretation and implementation of regulations as well as the more complex maintenance activities.

III. Supervision Received and Exercised

Operator I

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

Operator II

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

Operator III

Receives general supervision from the Assistant Chief Operator; receives technical and functional supervision from the Chief Operator. May exercise technical supervision over less certified Operators.

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.
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,

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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

Operator I

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.

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- 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.
- Work after hours standby to respond to emergency situations.

Operator II

In addition to the qualifications for Operator I:

Knowledge of:

- Principles and practices associated with operating a water treatment plant and associated facilities.
- Equipment used in the maintenance and operation of water treatment facilities.
- Principles and practices associated with operating a wastewater treatment plant and associated facilities.
- Equipment used in the maintenance and operation of wastewater treatment facilities.
- Elementary electrical and hydraulic principles.
- Basic principles of biology, chemistry, and mathematics.
- Basic sampling and water quality testing methods and techniques.
- Basic drinking water standards and regulations.
- Basic water treatment and distribution practices and procedures.
- Proper handling of hazardous materials.

Ability to:

- Document and maintain accurate reports and records.
- Perform routine physical and chemical tests of water.
- Perform skilled tasks associated with the operation and maintenance of water treatment facilities.
- Learn to assess the condition and maintenance requirements of water treatment facilities.
- Read gauges, meters, and other electrical instrumentation devices including a treatment plant SCADA system.
- Apply District policies and procedures governing water treatment facilities.
- Work after hours standby to respond to emergency situations.

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Operator III

In addition to the qualifications for Operator II:

Knowledge of:

- Methods and techniques associated with proper water treatment plant and water storage operations.
- Methods and techniques associated with proper wastewater treatment and collection operations.
- Advanced principles of biology, chemistry, and mathematics.
- Tools, materials, and equipment used in the operation and maintenance of water treatment plants and distribution system.
- Operational procedures, equipment and maintenance related to water treatment plants.
- Laboratory analysis techniques and health standards for potable water.
- Tools, materials, and equipment used in the operation and maintenance of wastewater treatment plants and collection systems.
- Operational procedures, equipment and maintenance related to wastewater treatment plants.
- Laboratory analysis techniques and health standards for domestic wastewater.
- Emergency response procedures.
- Methods for troubleshooting equipment associated with the operation of water and wastewater treatment plants.

Ability to:

- Independently operate water and wastewater treatment systems.
- Perform minor repair maintenance on pumps, valves, and electronic monitoring devices.
- Independently collect samples and conduct and interpret laboratory results.
- Operate a variety of equipment and changing technology related to water and wastewater treatment in a safe and effective manner.
- Troubleshoot and resolve maintenance issues associated with treatment, distribution, and collection equipment.
- Interpret, apply, explain, and enforce District policies and procedures governing water and wastewater treatment facilities.
- Work after hours standby to respond to emergency situations at all District facilities.
- Operate a computerized water and wastewater treatment plant SCADA system.
- Train and provide technical supervision to lower certified operators.

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VI. Experience and Education Guidelines

Experience

Operator I: Previous experience in the operation of a potable water treatment plant and/or domestic wastewater treatment plant.

Operator II: Two years of responsible experience similar to Operator I with Donner Summit Public Utility District.

Operator III: Two years of responsible experience similar to Operator II with Donner Summit Public Utility District.

Education

Operator I: Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Treatment Operators Certificate, Grade (T1), and as required by the State of California WWOCP to obtain and retain a Wastewater Treatment Plant Operator Certificate Grade I.

Operator II: Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Treatment Operators Certificate, Grade 2 (T2) and as required by the State of California WWOCP to obtain and retain a Wastewater Treatment Plant Operator Certificate Grade II.

Operator III: Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Treatment Operators Certificate, Grade 3 (T3), as required by the State of California WWOCP to obtain and retain a Wastewater Treatment Plant Operator Certificate Grade III.

License and Certificate

Operator I:

- Possession of a valid California driver's license.
- Possession of a wastewater operator-in-training certificate (OIT) within three months.
- Possession of a California Department of Public Health Water Treatment Operators Certificate, Grade 2 (T2) within 18 months of appointment.
- Possession of a California WWOCP Wastewater Treatment Plant Operator Certificate Grade II within 24 months of appointment.

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Operator II:

- Possession of a valid California driver's license.
- Possession of a California Department of Public Health Water Treatment Operators Certificate, Grade 2 (T2).
- Possession of a California WWOCP Wastewater Treatment Plant Operator Certificate Grade II.

Operator III:

- Possession of a valid California driver's license.
- Possession of a California Department of Public Health Water Treatment Operators Certificate, Grade 3 (T3).
- Possession of a California WWOCP Wastewater Treatment Plant Operator Certificate Grade III.

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.

Regular standby for response to off-hours emergencies is required.

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.