

Carpinteria Sanitary District

Job Description

Job Title: **Wastewater Treatment Plant Operator 4**
Department: Treatment Plant
Report To: Treatment Supervisor
FLSA Status: Non-exempt

SUMMARY

Under general supervision, directs and manages the day-to-day operations of the wastewater treatment plant. Performs lead operator responsibilities and oversees operations and maintenance activities performed by lower level plant operations staff. Performs a variety of skilled and semi-skilled tasks in the operation and maintenance of the wastewater treatment plant facilities and may be required.

This position is an advanced journey-level class that performs more complex and difficult operations related tasks. While staff oversight and direction is a requirement of this position, the Operator 4 is not responsible for performance evaluations, hiring, discipline or other general supervisory duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs.

- Assists the Treatment Supervisor in planning, prioritization, and implementation of improvement projects and daily operational duties for the wastewater treatment plant.
- Monitors and interprets laboratory and operational data; ensures treatment processes are in compliance with regulated guidelines; makes adjustments to treatment processes including chemical application as required.
- Develops, records and collects operational data from laboratory tests, measurements and records pertinent to the performance of each unit within the plant, and evaluates the need for process changes.
- Completes daily, weekly, monthly and annual records of plant operation and monitoring activities including preparation of regulatory reports.
- Distributes work assignments to operations personnel and oversees their completion.
- Performs assigned treatment plant rounds, inspecting, monitoring and documenting plant operations by reading plant equipment gauges, dials, graphs, digital readouts, recorders, indicator lights and other instrumentation.
- Starts, stops and regulates the operation of equipment including, but not limited to: pumps, valves, electric motors, compressors, mixers, internal combustion engines, automatic samplers, flow monitoring devices, hydraulic equipment, pneumatic equipment, heating and ventilating equipment.
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing preventive and repair maintenance services; implements policies and procedures.

- Works with outside contractors on maintenance activities; coordinates work activities; ensures work quality conforms to standards.
- Ensures the adherence to safe work practices as part of oversight of operations staff and management of routine and non-routine operational duties.
- Performs stand-by, weekend or overtime duties for off hour response to wastewater treatment and collection alarms and other related duties as assigned.
- Assists in the operation and maintenance activities related to the wastewater collection system.
- Maintains and updates computer databases for treatment plant operations and maintenance activities; maintains and contributes to development of computerized SCADA system for treatment plant and collection system performance monitoring.
- Performs sampling of water, wastewater, sludges and skimmings including but not limited to: obtaining samples from manholes, tanks, basins, spigots and pipelines.
- Performs basic physical, chemical and biological analyses of water, wastewater, sludge and skimmings including, but not limited to: pH, BOD, COD, solids (settleable, suspended, volatile and total), dissolved oxygen, chlorine residual, moisture content. Clean glassware, sample jugs and other laboratory apparatus as required.
- Performs maintenance of grounds and buildings including, but not limited to: painting, application of protective coatings, refurbishing, gardening and custodial tasks.
- Assists in the training of lower level staff as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Knowledge of the operation and maintenance activities of a wastewater treatment plant.
2. Knowledge of the functions and purposes of wastewater treatment systems.
3. Knowledge of standard principles of biology, chemistry and mathematics as related to wastewater treatment.
4. Knowledge of the materials, methods, practices and equipment used in the maintenance of a wastewater treatment system.
5. Knowledge of the types and level of maintenance and repair activities generally performed in a wastewater treatment system maintenance and repair program.
6. Knowledge of the occupational hazards and standard safety precautions necessary in the work.
7. Knowledge of pertinent federal, state, and local laws, codes and regulations.
8. Knowledge of computer equipment and specific applications used in operation and maintenance of a wastewater treatment plant including Computerized Maintenance Management Systems and SCADA systems.
9. Ability to oversee and direct the work of operations personnel.
10. Ability to operate and maintain wastewater treatment/collection machinery and equipment.

11. Ability to work with a variety of chemicals in wastewater treatment activities.
12. Ability to read meters and gauges correctly to act quickly and competently.
13. Ability to ensure facility compliance with federal, state and local rules, laws and regulations.
14. Ability to interpret and apply District policies and procedures.
15. Ability to read and understand engineering plans and specifications, blue prints and ladder diagrams.
16. Ability to communicate clearly and concisely, both orally and in writing.
17. Ability to establish and maintain effective working relationships with those contacted in the course of work.
18. Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: Walking, standing or sitting for extended periods of time. Operating assigned equipment.
19. Ability to maintain effective audio-visual discrimination and perception needed for: Making observations, communicating with others, reading and writing.

LANGUAGE SKILLS

Ability to read, analyze and interpret professional journals, technical procedures, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to upper management and to public groups.

MATHEMATICAL SKILLS

Ability to add, subtract, divide and multiply in all units of measurement, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar and pie graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with abstract and concrete variables.

EDUCATION and/or EXPERIENCE

Experience in mechanical work involving knowledge and use of a variety of tools and equipment. Graduation from high school, or equivalent, with a minimum of five years experience in the operation of a wastewater treatment facility, two of which with a Class 3 facility or higher. Two years of supervisory experience in a municipal setting is desired but not a requirement of the position.

CERTIFICATES, LICENSES, REGISTRATIONS

Those qualifications listed as **required** must be attained within the specific time frame in order to be classified as a regular employee.

Required:

- Possess and maintain throughout employment a valid California State Water Resources Control Board Grade 4, Wastewater Treatment Plant Operator Certificate.
- Possess and maintain a valid California Drivers Class C license throughout the term of employment. While employed in such job requiring driving a District vehicle, the employee must be insurable with CSRMA or other current insurance carrier at the

“standard” rate.”

Those qualifications listed as **desired** are deemed important in the performance of the position’s job and are considered to be professional enhancements.

Desired:

- Possession of the following certificates as issued by the California Water Environment Association, Technical Certification Program:
 - Mechanical Technologist, Grade 2
 - Electrical Instrumentation Technologist, Grade 2
 - Laboratory Analyst, Grade 1

PHYSICAL DEMANDS

The physical demands described on the accompanying sheet are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of the job description.

Employee Signature Date