

WASTEWATER TREATMENT PLANT OPERATOR – GRADE I  
WASTEWATER TREATMENT PLANT OPERATOR – GRADE II

DEFINITION

To perform a variety of routine and skilled technical duties in the continuous operation of a wastewater treatment plant, on an assigned shift.

DISTINGUISHING CHARACTERISTICS

Wastewater Treatment Plant Operator – Grade I - This is the trainee level class in the Wastewater Treatment Plant Operator series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Wastewater Treatment Plant Operator - Grade I class is distinguished from the Grade II level by performance of basic tasks and duties assigned to positions within the series that do not require possession of a Grade II Wastewater Treatment Plant Operator certificate.

Wastewater Treatment Plant Operator – Grade II - This is the entry level class in the Wastewater Treatment Plant Operator series. It is distinguished from the lower level by performance of more routine tasks and duties than those assigned to the on-the-job training mode of the lower level, as well as by duties allowed by a Grade II Wastewater Treatment Plant Operator certificate. Positions in this class are flexibly staffed and are normally filled by advancement from the Grade I level.

This class is distinguished from the Wastewater Treatment Plant Operator – Grade III in that the latter is a journey level class able to perform the full range of duties assigned including those that require a Grade III Wastewater Treatment Plant Operator certificate.

SUPERVISION RECEIVED AND EXERCISED

Wastewater Treatment Plant Operator – Grade I

Receives immediate supervision from a Wastewater Treatment Plant Chief Operator; and may receive technical supervision from a Wastewater Treatment Plant Operator – Grade III.

Wastewater Treatment Plant Operator – Grade II

Receives general supervision from a Wastewater Treatment Plant Chief Operator; and may receive technical supervision from a Wastewater Treatment Plant Operator – Grade III.

EXAMPLES OF ESSENTIAL DUTIES– Duties may include, but are not limited to, the following:

Operate SCADA (Supervisory Control and Data Acquisition) computer equipment to control and monitor flow of wastewater treatment and processing chemicals through the treatment plant and reclaimed water distribution system; monitor gauges and meters and record meter readings; maintain shift log.

Observe variations in operating conditions; interpret computer, meter and gauge readings; check, standardize, and calibrate instruments, analyzers and chemical feed pumps; start and stop electric driven pumps and motors to control and adjust flow and treatment processes.

Collect samples and perform routine laboratory tests and analysis; determine chemical and physical characteristics of raw, settled, filtered, and finished reclaimed water.

Inspect mechanical equipment for proper working order and prepare/submit work orders for mechanic and/or electrical maintenance attention; perform routine maintenance work.

Participate in preparation of reports to various external regulatory agencies, as well internal divisions and department; and participate in preparing costs estimates related to budget recommendations.

Maintain records and documentation; respond to customer questions and complaints; and assist in oversight and training of less experienced wastewater treatment operators.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Wastewater Treatment Plant Operator – Grade I

##### Knowledge of:

Basic mechanical, electrical, and hydraulic principles, including tools needed in making general repairs and adjustments to motors and pumps.

Arithmetic calculations.

##### Ability to:

Learn practices and procedures of operating a wastewater treatment plant, including related local, state, and federal regulations.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 40 pounds or less.

Communicate clearly and concisely, both orally and in writing.

Keep and maintain written records and reports.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

#### Experience:

No experience is required; some experience in repairing/maintaining mechanical equipment and/or knowledge of mechanical processes is preferred.

#### Training:

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, GED, or higher level degree.

### License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of, or ability to obtain, a Wastewater Treatment Plant Operator Grade I certificate issued by the State Water Resources Control Board.

### Wastewater Treatment Plant Operator – Grade II

In addition to the qualifications for the Wastewater Treatment Plant Operator – Grade I:

#### Knowledge of:

Principles, practices, and regulations related to operating a wastewater treatment plant and related facilities.

Ability to:

Perform wastewater treatment plant operations/activities as provided within the scope of a Wastewater Treatment Plant Operator Grade II certificate.

Experience and Training

Experience:

Two years of increasingly responsible experience operating a wastewater treatment plant, similar to that of a Wastewater Treatment Plant Operator – Grade I with the City of Roseville.

Training:

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, GED, or higher level degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Wastewater Treatment Plant Operator Grade II certificate issued by the State Water Resources Control Board by date of appointment.

10-05-18	
08-09-18	
04-15-06	Wastewater Treatment Plant Operator Grade
I/II 11-07-02	
08-28-01	08-28-01
02-08-01	Wastewater Treatment Plant Op I Wastewater Treatment Plant Op II
04-30-98	04-30-98
10-01-91	10-01-91
05-15-91	10-01-88
10-01-88	WWTP Operator I 07-01-79
07-01-79	W/S Maint. Worker II 01-10-78
09-27-78	10-30-73
01-10-78	W/S Service Worker II Wastewater Treatment Plant Op III
10-30-73	10-01-91
11- -72	10-01-88
07-13-70	W/S Serviceman II 07-01-79
	01-10-78

Wastewater Treatment Plant Operator Grade - I/II

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10-30-73

05-13-70