

WASTEWATER TREATMENT PLANT OPERATOR – GRADE IV

DEFINITION

To organize, assign, and review the work of assigned personnel responsible for the continuous operation of the City's two wastewater treatment plants; to operate either of the City's two wastewater treatment plants on an as needed basis; and to provide administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Wastewater Treatment Plant Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties and the ability to perform the full range of duties assigned including those that require a Grade IV Wastewater Treatment Plant Operator certificate. Employees perform the most difficult and responsible types of duties assigned to classes within the series including training new staff, assisting in the supervision of plant operations, and assisting in budget preparation. Employees at this level are required to be fully trained in all procedure related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Wastewater Treatment Plant Chief Operator.

Exercises technical and functional supervision over assigned Operations staff and day to day treatment plant operations.

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

Plan, prioritize, and review the work of staff assigned to operate and monitor the City's wastewater treatment plans.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

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.

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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.

Respond to all plant alarms and take necessary actions to prevent damage to machinery and facilities; may coordinate and assist the electrical and mechanical workers.

Collect samples and perform routine laboratory tests and analysis; determine chemical and physical characteristics of raw, settled, filtered, and finished reclaimed water; interpret results and make necessary changes to keep the plant effluent exceeding NPDES and Title 22 requirements.

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 internal divisions and department; and participate in preparing costs estimates related to budget recommendations.

Based on assignment, operate and monitor remote sites; make process control decisions for plants and remote sites that other operators may implement.

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

Communicate and monitor treatment goals and strategies set by the Wastewater Treatment Plant Chief Operator with Operations staff.

Coordinate plant operations with contractors performing work on the treatment plant sites.

Assist in development of safety procedures including the development of job hazard analyses, energy control procedures, required training, and participate in safety/hazardous materials inspections and follow up.

Maintain and oversee Operations' staff schedules.

Assist in the development of the annual budget.

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

#### Knowledge of:

Principles and practices of technical and functional supervision and training.

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Principles, practices, and regulations related to operating a wastewater treatment plant in accordance with the scope of duties allowed by a Wastewater Treatment Plant Operator Grade IV certificate.

### Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

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

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.

Keep and maintain written records and reports.

Communicate clearly and concisely, both orally and in writing.

Based on assignment work nights and weekends to include 24 hour shifts.

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

Work independently exercising judgment and initiative to operate the full range of tools and mechanical equipment.

### 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 III 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 valid Wastewater Treatment Plant Operator Grade IV certificate issued by the

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State Water Resources Control Board by date of appointment.

09-12-19

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