

WATER TREATMENT PLANT OPERATOR – GRADE I
WATER TREATMENT PLANT OPERATOR – GRADE II

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Water Treatment Plant Operator – Grade I - This is the trainee level class in the Water 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 Water 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 Water Treatment Plant Operator Grade 2 certificate.

Water Treatment Plant Operator – Grade II - This is the entry level class in the Water Treatment Plant Operator series. It is distinguished from the lower level by performance of more complex 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 Water Treatment Plant Operator Grade 2 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 Water 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 Water Treatment Plant Operator Grade 3 certificate.

SUPERVISION RECEIVED AND EXERCISED

Water Treatment Plant Operator – Grade I

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

Water Treatment Plant Operator – Grade II

Receives general supervision from a Water Treatment Plant Chief Operator; and may receive technical supervision from a Water 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 water treatment and processing chemicals through the treatment plant and 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 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 water 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

Water 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 water 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.

Maintain the facility to include pressure washing and sweeping.

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 grade.

License or Certificate

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

Possession of, or ability to obtain, a Water Treatment Plant Operator Grade 1 (T1) certificate issued by the California State Water Resources Control Board.

Water Treatment Plant Operator – Grade II

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

Knowledge of:

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

Ability to:

Perform water treatment plant operations/activities as provided within the scope of a Water Treatment Plant Operator Grade 2 certificate.

Experience and Training

Experience:

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

Training:

Equivalent to completion of the twelfth grade.

License or Certificate

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

Possession of a Water Treatment Plant Operator Grade 2 (T2) certificate issued by the California State Water Resources Control Board.

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07-18-11