

**JOB DESCRIPTION**

<b>Job Title</b>	Senior Water Reclamation Plant Operator	<b>Supervisor</b>	Chief Water Reclamation Plant Operator
<b>Department</b>	Facilities & Operations	<b>Class Group</b>	General Unit
<b>Division</b>	Reclamation	<b>Salary Grade</b>	70
<b>Section</b>	Tapia WW Treatment Facility	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision of the Chief Water Reclamation Plant Operator, a Senior Water Reclamation Plant Operator coordinates and leads Water Reclamation Plant Operators and personally operates, maintains and repairs the Water Reclamation Plant. A Senior Water Reclamation Plant Operator maintains and performs minor repair work on a variety of water reclamation components and performs other duties as required.

A Senior Water Reclamation Plant Operator is required to work extended shifts and/or split schedules on a seven day a week basis, during after-hours, on-call and unusual or emergency conditions.

**ESSENTIAL DUTIES**

**Duty 1**

Leads the operation of the water reclamation plant and the centrate treatment facility and other areas involved in plant operations in accordance with State and Federal requirements. The Senior Water Reclamation Plant Operator Acts in the capacity of Chief Water Reclamation Plant Operator in his/her absence.

**Duty 2**

Meets with the Chief Water Reclamation Plant Operator to coordinate work and work scheduling with other activities; reviews plant repair and equipment specifications; monitors industry trends.

**Duty 3**

Plans, prioritizes, schedules and coordinates emergency and regular repair/maintenance and periodic preventive maintenance work for plant facilities, equipment and instruments; prepares work orders, assembles materials, supplies and equipment, assigns work, reviews work, maintains written records of work performed.

**Duty 4**

Trains employees, conducts safety and staff meetings, assists with the evaluation of employee performance, counseling of employees and disciplinary actions. Ensures adherence and compliance with safety and health policies and procedures as well as state and federal laws and regulations; trains employees and monitors safety practices; periodically evaluates worksites to ensure safe conditions; attends all required safety trainings/meetings.

**Duty 5**

Prepares requisitions for contract labor, materials, supplies, and equipment; maintains inventory; approves invoices for payment. Reviews unit operating cost and makes budget recommendations.

**Duty 6**

Inspects facilities; reads engineering drawings related to maintenance. Coordinates equipment calibration and the collection and analysis of plant samples.

**Duty 7**

Maintains records, prepares reports and operating procedures; files reports to State and Federal agencies; secures any required permits.

**Duty 8**

May perform the duties and tasks of the Water Reclamation Plant Operator I and II. Performs all other related duties as assigned

**Duty 9**

Performs work in a safe manner at all times; complies with safety and health policies, procedures and practices; attends and completes all mandatory safety training courses and events; and works to insure the safety of co-workers and the general public.

**QUALIFICATIONS**

***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- ◀ Proper and safe use of various hand and power tools and equipment employed in repair and maintenance work;
- ◀ Principles and Federal and State requirements relative to water reclamation plant and compost facility operations, and water distribution operations;
- ◀ Safe working practices and working with hazardous chemicals and materials;
- ◀ Basic chemistry and laboratory procedures.

***ABILITY TO:***

- ◀ Perform manual labor, use basic hand tools, perform repair and maintenance tasks;
- ◀ Plan, organize, prioritize and schedule work;
- ◀ Direct the activities of a small work group;
- ◀ Implement appropriate safety precautions and procedures;
- ◀ Understand Water Reclamation Plant and/or compost facility operations and equipment;
- ◀ Read and interpret technical manuals, equipment manuals, drawings and blueprints;
- ◀ Understand and operate personal computer;
- ◀ Perform mathematical computation; prepare written reports; make oral presentations;
- ◀ Understand and carry out oral and written instructions;
- ◀ Operate mechanical equipment and trucks;
- ◀ Establish and maintain cooperative working relationships with employees, supervisors, customers, and the public.

***PHYSICAL AND SENSORY REQUIREMENTS:***

- ◀ Sufficient eyesight to read standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to use hand and power tools;
- ◀ Ability to reach, bend or stoop in performing work;
- ◀ Ability to lift and carry up to approximately fifty pounds of equipment and/or materials.

***TRAINING AND EXPERIENCE GUIDELINES:***

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*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** High School diploma or equivalent is required.

**EXPERIENCE:** Four (4) years of experience in the operation and maintenance of a water reclamation or waste water treatment plant.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

A State of California Grade IV Wastewater Certification by the California State Water Resources Control Board is required.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A Grade V Wastewater Treatment Plant Operator Certification issued by the California State Water Resources Control Board is desirable.