

JOB DESCRIPTION

Job Title	Senior Water Treatment Plant Operator	Supervisor	Water Production and Treatment Supervisor
Department	Facilities & Operations	Class Group	General Unit
Division	Water Systems and Facilities	Salary Grade	70
Section	Water Treatment and Production	FLSA Status	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 Water Production and Treatment Supervisor, a Senior Water Plant Operator leads and coordinates Water Treatment Plant Operators and oversees the day to day operation and maintenance of the facilities used in the pumping, storage and treatment of the water supply.

A Senior Water Plant Operator is responsible for and may work extended shifts and/or split schedules on a seven days per week basis, during normal and after-hours, on-call and unusual or emergency conditions typically when the water treatment plant is in operation or recirculation.

ESSENTIAL DUTIES

Duty 1

Lead the operation of the water treatment facility, pumping plant, reservoir facility and other areas involved in plant operations in accordance with State and Federal requirements.

Duty 2

Meet with the Water Production and Treatment Supervisor to communicate, coordinate, and schedule work activities; review plant status, repairs, and equipment specifications, and monitor industry trends.

Duty 3

Plan, prioritize, schedule, coordinate, assign, and review planned and emergency repairs. Develop, schedule, and perform preventive maintenance work on plant facilities, equipment, and process instrumentation. Prepare work orders for other sections. Assemble materials, supplies and equipment. Maintain written records of work performed.

Duty 4

Train employees; conduct safety meetings; assist with the evaluation of employee performance. Ensure adherence and compliance with safety and health policies and procedures as well as state, federal, and local laws and regulations. Monitors safety practices; periodically evaluates worksites to insure safe conditions; attends all required safety training/meetings.

Duty 5

Coordinate equipment calibration and the collection and analysis of plant and reservoir samples.

Duty 6

Maintain records, prepare reports and operating procedures; file reports to Federal, State and Local agencies. Comply with various permits.

Duty 7

Prepare requisitions and other procurement methods for contract labor, materials, supplies, and equipment; maintain inventory; approve invoices for payment.

Duty 8

Make budget recommendations. Review unit operating costs; monitor expenditures to comply with the budget.

Duty 9

Inspect facilities; read engineering drawings related to maintenance.

Duty 10

May perform the duties and tasks of the Water Treatment Plant Operator II or Water Treatment Plant Operator III.

Duty 11

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:

- ◀ Purpose and safe use of various hand and power tools and equipment employed in repair and maintenance work
- ◀ Principles and Federal, State, and Local requirements of water treatment plant operations, reservoir and dam operations, pumps, water processing equipment and water distribution operations
- ◀ Safe working practices and working with hazardous chemicals and materials
- ◀ SCADA system operations and reports
- ◀ Basic chemistry and laboratory procedures

ABILITY TO:

- ◀ Perform manual labor, used basic hand tools, perform repair and maintenance tasks
- ◀ Plan, organize, prioritize and schedule work
- ◀ Technically lead the activities of a small work group
- ◀ Implement appropriate safety precautions and procedures
- ◀ Understand the Water Treatment Plant and water distribution operations and equipment
- ◀ Read and interpret technical manuals, equipment manuals, drawings and blueprints
- ◀ Understand and operate personal computer and various software programs
- ◀ Operate mechanical equipment and trucks
- ◀ Perform mathematical computations; prepare written reports; make oral presentations
- ◀ Establish and maintain cooperative working relationships with employees, supervisors, managers, 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 forty pounds of equipment and/or materials.

- ◀ Ability to swim in the event of falling into the reservoir.

TRAINING AND EXPERIENCE GUIDELINES:

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 drinking water treatment plant.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

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

A Grade IV Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board is required.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

Grade V Water Treatment Plant Operator Certification and/or a Grade III Water Distribution Certification are desirable.