

JOB DESCRIPTION

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| Job Title | Water Treatment Plant Operator III | Supervisor | Water Production and Treatment Supervisor |
| Department | Facilities & Operations | Class Group | General Unit |
| Division | Operations and Maintenance | Salary Grade | 60 |
| 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 and technical lead of the Senior Water Plant Operator , a Water Treatment Plant Operator III operates and maintains the facilities used in the pumping, storage, and treatment of the water supply. A Water Treatment Plant Operator III is responsible for working extended shifts and/or split schedules on a seven days per week basis, during after-hours, on-call periods and during other unusual or emergency conditions

ESSENTIAL DUTIES

Duty 1

Operate the pumping plant and the diatomaceous earth filtration and disinfection processes at the Westlake Filtration Plant in order to provide potable water that meets all drinking water standards.

Duty 2

Maintain water quality; regulate the flow of chemicals and coagulants throughout the unit processes.

Duty 3

Operate treatment facility, pumping plant, and equipment manually or using SCADA system; changes and adjust water flows to the distribution system.

Duty 4

Maintain records; enter, review, and retrieve data from the computer and prepare reports.

Duty 5

Provide functional direction to the Water Treatment Plant Operator II and/or Water Workers when assigned to Water Treatment Plant activities.

Duty 6

Read and interpret instrumentation on equipment and unit processes that are recorded in the field or in the computer.

Duty 7

Monitor and adjust the operation of water treatment plant equipment including generators, air compressors, filter presses, centrifugal and other types of pumps, motors and other equipment.

Duty 8

Collect process and reservoir samples, (bacteria, algae, general mineral, and other required physical samples) for laboratory tests; perform routine laboratory analyses (pH, color, odor, total and free chlorine residual, conductivity, monochloramine and coliform bacteria).

Duty 9

Inspect, test, and maintain water treatment plant equipment and alarms; report findings to the Senior Water Plant Operator and section supervisor. Lubricate and clean equipment; perform required maintenance and housekeeping of pumps, pressure regulators, motors, natural gas engines, chlorinators and other equipment and appurtenances.

Duty 10

Maintain and secure reservoir, grounds, buildings, and fencing. Collect and analyze weather data, rainfall, and seepage data from dams and tanks. Operate and maintain inlet and outlet valves, reservoir aeration system, and related equipment. Apply chemical treatment for algae control. Launch, operate and maintain reservoir sampling and work boats. Maintain personal safety and the safety of others while performing all duties, utilizes PPE, attends safety meetings as required...

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:

- ◀ Principles and state requirements relative to water treatment plant operations, water processing equipment, dams, potable water reservoirs, and water distribution operations
- ◀ Purpose and safe use of various hand and power tools and equipment employed in basic repair and maintenance work
- ◀ Principles, methods, tools and equipment employed in the repair and maintenance of water processing equipment (generators, air compressors, filter presses, centrifugal and other types of pumps, motors and other equipment);
- ◀ Safe work practices relative to working in confined spaces and with hazardous materials;
- ◀ SCADA system operations and reports.

ABILITY TO:

- ◀ Perform manual labor; use basic hand tools; perform repair and maintenance tasks;
- ◀ Direct activities of a small work group;
- ◀ Implement and practice appropriate safety precautions and procedures;
- ◀ Operate, repair, adjust and maintain water treatment plant equipment;
- ◀ Understand the State requirements for water treatment plant and water distribution operations;
- ◀ Perform mathematical computations, prepare regular reports;
- ◀ Perform simple field laboratory analysis;
- ◀ Operate mechanical equipment and trucks;
- ◀ Understand and carry out complex oral and written instructions;
- ◀ Read and understand process operation manuals and equipment maintenance manuals;
- ◀ Establish and maintain cooperative working relationships with employees, supervisors, customers and the public.

PHYSICAL AND SENSORY REQUIREMENTS:

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- ◀ Sufficient eyesight to read standard text, meters in instrumentation, 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: Three (3) years of experience in the operation and maintenance of a water treatment plant.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California Class C drivers license must be maintained at all times.

A Grade III Water Treatment Plant Operator Certificate issued by the State of California Department of Health Services is required prior.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

CDPH Grade IV Water Treatment Plant Operator Certificate

CDPH Grade III Water Distribution Operator Certificate