



## West Bay Sanitary District Water Quality Operator II

<b>SALARY</b>	\$57.31 - \$71.57 Hourly \$4,584.64 - \$5,725.58 Biweekly \$9,933.38 - \$12,405.42 Monthly \$119,200.56 - \$148,865.04 Annually	<b>LOCATION</b>	Menlo Park, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	00032
<b>DEPARTMENT</b>	Maintenance	<b>DIVISION</b>	Operations
<b>OPENING DATE</b>	02/23/2026	<b>CLOSING DATE</b>	3/20/2026 11:59 PM Pacific

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### Definition

#### Tentatively:

**First Round Interviews will be scheduled on the week of March 30**

**Second Round Interviews will be scheduled on the week of April 6**

Under general supervision of the Water Quality Manager and the Plant Manager, acts as a hands-on Plant Operator II for the operation and routine maintenance of a 0.5 MGD and 1.0 MGD recycled water treatment plant, (RWTP) and related pump facilities; performs a variety of skilled tasks such as electrical, electronic, pneumatic and mechanical instrumentation and controls. Performs installation, troubleshooting and repair of computerized automation control work at a modern MBR wastewater treatment facility and remote pumping stations, and assists in the development of maintenance programs for the preventive maintenance and improvements of all instrumentation and control system; supervises and provides leadership to OIT's, subordinate Operators, and for the operations of the RWTP as well as other water quality functions for the District such as; sampling and monitoring, Industrial pretreatment, commercial discharge and inspections, Fats, Oils, & Grease management etc.

#### DISTINGUISHING CHARACTERISTICS:

Plant Operator II - This is the journey level class in the Plant Operator series and is distinguished from the I level by the ability to perform the full range of duties assigned without immediate supervision, by having a working knowledge of specific policies which may at times lend itself as a "lead" worker, and by being aware of the procedures unique to the District's treatment plant operations. Positions in this class are distinguished from the III level (supervisor) in that they do not possess supervisory or budgetary responsibility during a shift and are not responsible for handling the more complex problems that may arise within the treatment plant operations.

## Examples of Duties

*Duties may include, but are not limited to, the following:*

- Independently responsible for administration, operation, inspection, and maintenance of MBR wastewater treatment plant along with tributary pumping plants for producing recycled water production and distribution.
- Reviews, reads, coordinates, and prepares plant process data and makes wastewater process decisions and as needed to compile reports.
- Conduct on-site and oversee off-site laboratory analysis of wastewater and sludge to measure BOD, TSS, dissolved oxygen, turbidity, total coliform and other relevant and permitted parameters.
- Analyzes and evaluates operation and maintenance functions; initiates or recommends new or improved practices.
  
- Leads operational activities in accordance with established procedures, regulations, and safety requirements; provides direction to OIT's, subordinate Operators, and Source Control Inspectors; and organizes work for the shift.
- Orders chemicals; processes and verifies invoices and billing for utilities, chemicals and supplies.
- Trains staff on ongoing technical and safety related topics.
- Utilizes the plant SCADA system on-site or remotely.
- Performs standardized control tests, including basic lab analysis of recycled water quality and taking or supervising the taking of daily lab samples, recording sampling data for the odor control process and scheduling required air samples for lab analysis.
- Initiates work orders and repair requests in WBSD's Computerized Maintenance Management System (CMMS).
- Collect data and keep records; maintain logs, prepare reports, perform data entry.
- Participates in emergency response.
- Performs "Lock Out Tag Out" on equipment to be repaired.
- Acts as a First Aid responder.
- Performs a variety of other duties as assigned.
- Participates in the Water Quality Departments On-Call Program.

## Desirable Qualifications

### Knowledge of:

- Principles, materials, and equipment used in the operation and routine maintenance of an MBR wastewater treatment plant and related pump stations.
- Processes and equipment involved in primary, secondary and tertiary wastewater treatment, including basic, chemical and biological processes.
- Safety regulations and practices; emergency response procedures and safety policies, normal operating parameters and guidelines.
- Principles and objectives of laboratory analysis for treatment and process control.
- Maintenance of pumps, motors, and metering equipment.
- Programmable logic controllers, supervisory control, and data acquisition systems.
- Modern office methods and procedures.
- Contemporary office equipment including computer systems.
- Wastewater permits and certification regulations.
- Recycled water treatment, production and Title 22 regulations.
- Confined Space and Fall Protection regulations.
- Flow Monitoring and Sampling.
- Industrial wastes and their effects on treatment processes and equipment.

### Ability to:

- Supervise, train, plan activities, and evaluate subordinate personnel.
- Perform heavy manual labor.
- Maintain records and prepare reports.
- Maintain technical and regulatory compliance.
- Communicate effectively verbally and in writing in English.
- Work with accuracy and attention to detail.
- Operate PC and related software applications.

- Effectively organize and prioritize assigned work.
- Drive and operate motor vehicles including cranes and fork lifts.
- Apply principles of logic to define problems, collect and analyze data, and draw valid conclusions. Deal with a variety of concrete and abstract variables.
- Perform ordinary arithmetic, algebraic, and geometric procedures in standard practical applications.
- Evaluate and interpret engineering and other technical data.
- Establish and maintain communications with employees, government officials, and the public.
- Assists in the preparation of clear, concise reports, work requests and budget recommendations.

**Skill to:**

- Reading and interpreting electrical and electronic schematic diagrams; diagnosing defects in a variety of electronic, pneumatic, and electrical equipment common to instrumentation and electrical apparatus common to a wastewater pumping facility.
- Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstration of strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.
- Diagnose and operate MBR treatment plant compliant with Title 22 requirements and all other regulations pertinent to a RWTP.

**Additional Requirements**

**License or Certificate:**

- California Grade II SWRCB Wastewater Treatment Plant Operator certificate required.
- Valid California Class C Driver's License is required.
- Obtain certificate in CPR and basic first aid.
- Forklift Certification

**Experience:**

- Minimum three years' experience in sewage treatment plant operations and maintenance. One year working with membrane bioreactors and in a lead worker capacity.

**Education:**

- Equivalent to graduation from high school, with some college course work in the O&M of treatment plants, biology or chemistry.
- **(please provide proof of education, not submitting education back up may result in application rejection)**

**Physical Demands:**

- While performing the duties of this job, the employee is regularly required to walk long distances and climb stairs and ladders. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and speak and understand English. The employee is occasionally required to stand and sit. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, and differentiate colors related to electrical work, pipelines, SCADA, and water quality work.

**Overtime/On-Call:**

- Must be willing to work overtime as needed and perform On-Call Duties.
- Must live close enough to the District to respond to after-hour and emergency service calls in the District within 45 minutes of receiving the call.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

- Ability to work in a standard office environment with ability to drive to different sites. Must possess the physical characteristics to perform the critical and important duties of the class, including sufficient strength to lift parts and

equipment weighing up to 150 pounds with appropriate equipment, and sufficient stamina to perform strenuous work for extended periods of time. Must possess good color discrimination related to cable color coding.

- Must be willing to work outdoors in a variety of weather conditions with exposure to noise, fumes and mechanical hazards. Must be willing to work overtime as needed, and on-call, including weekends and holidays as assigned or as required.
- May be required to be clean shaven to wear respiratory protection equipment including a full-body protection suit and SCBA weighing approximately 32 pounds and must maintain a face seal while using the self-contained breathing equipment.
- Ability to operate sewer cleaning equipment and remove manhole lids in the event of an emergency.

Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale of your own community.

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**Employer**

West Bay Sanitary District

**Address**

500 Laurel Street

Menlo Park, California, 94025

**Phone**

650-321-0384

**Website**

<https://westbaysanitary.org/>