



**CITY OF PACIFICA  
WWTP OPERATOR I/II/III – PLANT**

**DEFINITION**

Classes in this three-level series perform duties related to the operation of a wastewater treatment plant on a designated shift to ensure processing and discharge of wastewater which complies with performance standards of State regulatory agencies.

**DISTINGUISHING CHARACTERISTICS**

**WWTP OPERATOR I PLANT**

This is first certificate level classification in the WWTP Operator Plant series. Employees perform under immediate supervision and within established guidelines.

**WWTP OPERATOR II PLANT** This is second certificate level classification in the WWTP Operator Plant series. This class functions as lead for assigned tasks only.

**WWTP OPERATOR III PLANT**

This is third certificate level classification in the WWTP Operator Plant series. May function as lead worker, including performing a wide variety of tasks.

**SUPERVISION RECEIVED/EXERCISED**

**WWTP OPERATOR I PLANT** Receives immediate supervision from employees in classes above.

**WWTP OPERATOR II PLANT**

Receives general supervision from employees in classes above.

**WWTP OPERATOR III PLANT**

Under direction of the Plant Manager or Assistant Manager. May lead lower level staff.

**ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

**WWTP OPERATOR I Plant**

- Monitors the operation of the wastewater treatment plant;
- Operates treatment facility equipment, such as settling tanks, pumps, activated sludge processes, digester, centrifuge chlorinators to control flow and processing of sludge and effluent;
- Monitors gauges, dials, meters and control panels, and other recording instruments, interpreting results to determine processing requirements, and records data;
- Oils, greases, cleans equipment; services and maintains a variety of Plant equipment and facilities to locate and report needed repairs;
- Performs general Plant maintenance work, such as sweeping, cleaning sanding and painting;
- Performs general grounds maintenance work;
- Maintains routine and daily records;
- Performs various preventative maintenance tasks;
- Performs mechanical work in repairing and installing equipment.

**In addition to the above, the WWTP OPERATOR II Plant**

- Processes wastewater by controlling plant process equipment and biological processes during an assigned shift;
- Sets up and performs laboratory work;
- Makes periodic chemical and biological tests as necessary to monitor plant performance;
- Maintains operating logs and related data to document shift processing operations;
- Evaluates operating and mechanical problems occurring during shift to determine and implement proper corrective action by performing necessary repair or adjustment to equipment;
- Directs and personally performs routine preventive maintenance on equipment;
- Supervises the work of all operating personnel assigned to shift;
- Trains and evaluates performance of shift employees, enforces safety procedures in conformance with policy of plant's safety program

**In addition to the above, the WWTP OPERATOR III Plant**

- Manage and oversee all water treatment processes
- Manage and oversee all Biosolids processes
- Manage and oversee chemical inventory
- Oversee and monitor operating conditions, meters, and gauges
- Oversee, record, and interpret all operational data
- Oversee and document process control test results for regulatory agencies SWRCB & ELAP
- Ensure safety standards are met for operations and maintenance according to OSHA & MSDS
- Oversee functions of plant-process supporting equipment

- Manage and ensure quality control of final discharge
- Ensure operations team follow Environmental Protection Agency (EPA) & State Water Resource Control Board (SWRCB) regulations
- Oversee and manage collections of samples at key process points and testing of waters,
- Manage and assist with Wetlands receiving waters sampling and maintain sample locations on quarterly basis.
- Schedule and staff storm watch during wet season
- Monitor weather forecasts on multiple weather apps, news stations, and social media for upcoming rain events and severe weather
- Submit weekly report to Plant Manager on process controls, maintenance projects, and condition of supporting equipment
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

#### **WWTP OPERATOR I Plant**

- The operations and routine maintenance of mechanical equipment, including pumps and electric motors;
- Control procedures for wastewater treatment processes;
- Tools, equipment and methods used in the overhaul repair, adjustment and modification of stationary power equipment and of the pumping, piping and electrical systems used in a water quality control plant;
- Sewage treatment processes and the laboratory tests used to check the effectiveness of such processes.

#### **In addition to the above, the WWTP OPERATOR II Plant**

- Wastewater treatment-plant operations and maintenance;
- Principles of effective supervision;
- Materials, methods, tools and equipment used in a wastewater treatment plant;
- Wastewater treatment processes and the tests used to check the effectiveness of such processes;
- Supervisory, safety and technical training practices applicable to the operation of a treatment plant.

#### **In addition to the above, the WWTP OPERATOR III Plant**

- All phases of the operations, maintenance and regulations involved with an activated sludge wastewater plant;
- Principles and practices of training;
- Purchasing procedures and cost negotiations; record keeping and filing.
- Laboratory testing procedures and ability to interpret findings
- Tools, equipment and methods used in the overhaul, repair, adjustment and modification of stationary power equipment, and of the pumping, piping and electrical systems used in a wastewater treatment plant;

- Wastewater treatment processes and the tests used to check the effectiveness of such processes

### **Skill/Ability to:**

#### **WWTP I Plant**

- Adapt to working a day/swing/graveyard shift and standby for treatment plant alarm calls;
- Carry out and transmit technical oral and written instructions; review and analyze laboratory tests and recommend parameter changes necessary in plant operations as suggested by laboratory test results;
- Make mathematical computations, read and interpret gauges and recording devices reflecting plant operations;
- Perform standard labor involving lifting, carrying, kneeling, crawling and climbing;
- Perform and supervise collection system operations;
- Maintain working relationships with other employees.
- Follow oral and written directions;

#### **In addition to the above, the WWTP II Plant**

- Perform and supervise treatment plant operations
- Operate equipment used in a water quality control plant;
- Make mathematical computations, read and interpret gauges and recording devices reflecting plant operations;
- Conduct standard laboratory tests of sewage, receiving waters and sludge, and interpret such tests;
- Adjust treatment processes as indicated by plant conditions;
- Perform mechanical repairs, maintenance work and modification to equipment used in a water quality control plant; use various mechanic's tools with skill and accuracy;
- Perform manual labor involving lifting, carrying, kneeling, crawling and climbing;

#### **In addition to the above, the WWTP III Plant**

- Oversee work distribution and scheduling;
- Perform manual labor involving lifting, carrying, kneeling, crawling and climbing;
- Perform mechanical, electrical, carpentry, and painting work;
- Perform record keeping, and purchasing procedures;
- Implement program changes and special projects related to operations and maintenance;
- Provide training including safety training.

### **Experience and Training Guidelines**

Any combination of education and experience that would likely provide the required

knowledge, skills and abilities is qualifying. A typical way to qualify is:

#### **WWTP OPERATOR I PLANT**

**Experience:** One year of experience in mechanical maintenance and/or water quality control plant operation.

**Training:** Graduation from high school or equivalent

#### **WWTP OPERATOR II PLANT**

**Experience:** Two years of experience as or equivalent to a WWTP Operator I Plant in mechanical maintenance and/or water quality control plant operation.

**Training:** Graduation from high school or equivalent

#### **WWTP OPERATOR III PLANT**

**Experience:** Two years of experience as or equivalent to a WWTP Operator II Plant.

**Training:** Graduation from high school or equivalent

### **CERTIFICATIONS**

#### **WWTP OPERATOR I PLANT**

Possession of a Grade I Certificate issued by the California Water Resources Control Board or the ability to obtain one within 12 months of employment

#### **WWTP OPERATOR II PLANT**

Possession of or ability to obtain within 12 months a Grade II Certificate issued by the California Water Resources Control Board

#### **WWTP OPERATOR III PLANT**

Possession of or ability to obtain within 12 months a Grade III Certificate issued by the California Water Resources Control Board

### **LICENSES**

- Possession of a valid California driver's license.
- May be required to qualify for and obtain a Class "A" or Class "B" driver's license and therefore be subject to random drug and alcohol testing under D.O.T. regulations.

### **ADDITIONAL INFORMATION:**

#### **Physical Skills**

Mobility to work in a typical office setting or plant environment. Ability to climb and walk on uneven surfaces and to perform heavy lifting. Able to work in inclement weather conditions, including very hot and very cold temperatures;

must be able to hear warning devices such as a chemical leak warning and back-up warning devices. Working in the treatment plant involves walking for extended periods of time. Must be able to use computer keyboards, as they are used for entering and retrieving data. The ability to discriminate among colors is required in order to monitor equipment run status lights at the treatment plant.

### **Work Environment**

Exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, odors, mechanical hazards, electrical hazards, explosive hazards, and bio-hazards.

Assignments may involve work a day/swing/graveyard shift and standby for plant alarm calls on a rotating basis.

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<b>Job Title:</b>	WWTP Operator I-III
<b>Reports To:</b>	
<b>Job Type:</b>	Full-time (40 hours per week / 2080 hours per year)
<b>FLSA Status:</b>	Non-Exempt
<b>Bargaining Unit:</b>	WWTP Local 856 (WWTP 856)
<b>Adopted:</b>	05/27/2025