



City of Mill Valley

OPERATOR II

Wastewater Treatment Plant

JOB DESCRIPTION

DEFINITION

Under general direction, the primary function of the Operator II is to operate and maintain the Wastewater Treatment Plant, sewage lift stations, trunk sewers, outfall, and related facilities; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct and general supervision from the Chief Treatment Plant Operator or the Wastewater Treatment Plant Director. No direct supervision exercised, but line-level direction and training may be given to less experienced/less-certified staff.

CLASS CHARACTERISTICS

This is a skilled, journey-level classification tasked with the responsibility to independently operate and perform routine preventive maintenance and repair of wastewater treatment plant equipment and appurtenances. This class is distinguished from Operator III by the latter's lead, special assignment, and advanced training and certification requirements.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

May include but are not limited to the following:

- Operate and adjust all unit operations in the treatment plant and at the lift stations to provide efficient operation within mandated operation requirements.
- Utilize SCADA (Supervisor Control and Data Acquisition) systems to monitor and control plant processes and to interpret data and reports, and apply information.
- Operates and performs preventive maintenance on a variety of treatment plant equipment, such as pumps, filters, chemical valves, digesters, bar screens and blowers, and dewatering equipment.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the plant; operates valves to dispose of wastewater effluent.
- Collects wastewater, sludge, and other samples from various phases of the wastewater treatment process; performs basic wastewater laboratory chemical and physical tests on samples to ensure that the wastewater treatment plant is operating effectively and that regulatory requirements are being met; delivers other samples to the laboratory for testing.
- Record all plant and lift station data including power, flow, hour and dose meters, analyzer readouts, levels, etc.

- Perform calculations to reduce operational data and laboratory data to usable operational information.
- Interpret data and reports, and apply information.
- Read, understand and implement operation and maintenance manual procedures and update or modify procedures when necessary.
- Removes screenings and grit; cleans primary, secondary and other wastewater equipment and facilities.
- Troubleshoot operational difficulties and minor mechanical problems.
- Identify and request facility repairs or improvements as required.
- Respond to alarms.
- Conduct minor preventive maintenance including equipment inspection, internal and external cleaning, oil and grease changes or replenishment, adjustments, etc.
- Participate in housekeeping including washdown, picking-up, organizing, painting, etc.
- Monitor and replenish material inventories.
- Assist in laboratory analyses.
- Assist in equipment and facility construction and repair.
- Respond to emergency call-outs as required 24 hours per day, seven days per week.
- May instruct or lead less experienced staff.
- Exercise common sense and good judgement in all tasks.
- Drive a City provided truck to conduct the lift station run.
- Perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, practices, tools, equipment, and supplies required for the operation, cleaning, and preventive maintenance of a wastewater treatment plant and related facilities and equipment.
- Computer applications related to the work, including SCADA systems.
- Principles and techniques for maintaining mechanical equipment.
- Basic operational and preventive maintenance practices of underground piping systems, including pipes, valves, pumps, and related appurtenances.
- Basic operational and maintenance practices of electrical motors, pumps, and circuitry.
- Basic mechanical, electrical, and hydraulic principles.
- Basic chemical and physical tests of wastewater, sludge, and related materials.
- Shop arithmetic.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals.
- Applicable laws, codes, and regulations.

Skills and Abilities to:

- Operate, maintain and repair a variety of wastewater collection and treatment facilities and equipment.
- Recognize and correct or report unusual, inefficient or dangerous operating conditions.
- Read a variety of gauges, charts, and meters; record data accurately and make appropriate process adjustments.
- Conduct basic chemical, biological, and physical tests of wastewater, sludge, and related materials.
- Use and maintain the tools and equipment of the work skillfully and safely.
- Navigate and control plant processes using a SCADA system.
- Perform simple mathematics.
- Use computers and computer systems for email, word processing, spreadsheet calculations, managing work orders, and other daily tasks.
- Handle hazardous chemicals in a safe manner.
- Maintain accurate records of work performed.
- Work independently within established procedural guidelines
- Establish and maintain effective working relationships with coworkers.
- Understand and follow oral and written directions.
- Communicate clearly and concisely, orally, and in writing.

EDUCATION AND EXPERIENCE

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Education: equivalent to graduation from high school supplemented by training required by the California State Water Resources Board for Wastewater Treatment Plant Operation.

Experience: 24 months of hands-on experience in Wastewater Treatment Plant operation (equivalent experience may be considered at the discretion of the City).

License or Certifications:

- Certification by the California State Water Resources Control Board in Wastewater Treatment Plant Operation.
- Certification at the Grade II or higher level is required.
- Possession of a Class C California Drivers License.

OTHER REQUIREMENTS:

- Incumbents may be assigned to weekend shifts, may be placed in on-call status, or may be called out for emergency work at night, on weekends or holidays.
- In emergencies, the incumbent is subject to call-out, and on a rotating basis is on-call 24-hours a day for a one-week assignment. This requires a reliable means of communication such as a personal phone and/or City-issued cellular phone.

- This classification will require the use of a personal or City vehicle while conducting City business and in order to respond to emergency callouts. In order to drive, individuals must be physically capable of operating the vehicles safely and must possess an appropriate valid California motor vehicle operator's license.
- Must comply with California Sanitation Risk Management Authority Driver Standards within three months of employment.
- May be exposed to inclement weather conditions, fumes, odors, dust, noise and potentially dangerous conditions.
- Must be capable of wearing a variety of personal protective gear including but not limited to respirator, self-contained breathing apparatus, safety glasses (prescription lenses provided by the City), face shield, gloves, harness, steel toe boots, coveralls, and hardhat.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, stoop, bend, kneel, lie down, climb, talk, and hear. This position may require standing, kneeling, or lying for long periods of time, as well as frequent walking and occasional climbing and working at heights. The employee frequently is required to use hands and fingers to use and manipulate tools, controls, equipment, and other objects. The incumbent is frequently required to lift, reach, and extend arms above the head. Job assignments may involve difficult work positions for extended amounts of time.

The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Constant alertness and good safety work habits are required and necessary to prevent bodily injury.

Work is performed in outdoor and indoor settings; may involve exposure to variable weather conditions, noise, dust, fumes, grease, oil, cleaning chemicals, solvents, hazardous or toxic materials, waste, machinery, and high voltage electricity.

OTHER

FLSA Status:	Non-Exempt
Bargaining Unit:	AFSCME
Approved by:	City Manager Piombo
Date:	November 15, 2021