



# OPERATOR III

## Wastewater Treatment Plant

### JOB DESCRIPTION

#### **DEFINITION**

Under general direction, the primary function of the Operator III is to operate and maintain the Wastewater Treatment Plant, sewage lift stations, trunk sewers, outfall, and related facilities. This position may also be assigned to lead staff in daily operations, lead process adjustments and performance maintenance for wastewater treatment plant facilities, and/or may be provided with special assignments pertaining to the operator's role. Performs related work as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Chief Treatment Plant Operator or the Wastewater Treatment Plant Director. May be assigned to exercise general supervision over other operators and/or line-level direction and training may be given to less experienced/less-certified staff.

#### **CLASS CHARACTERISTICS**

This is an experienced, advanced-level classification tasked with the responsibility to independently operate and perform routine preventive maintenance and repair of wastewater treatment plant equipment and accessories, as well as lead others in daily operational assignments, training, and special assignments. This class is distinguished from Operator II by the Operator III'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:

- May be assigned the duties of the Chief Treatment Plant Operator on a relief or short-term assignment basis.
- May be assigned to support the Chief Treatment Plant Operator in ensuring that National Pollutant Discharge Elimination System (NPDES) permit requirements are maintained.
- May be assigned to act as an administrator of the WWTP CMMS program, overseeing the workflow, timely data entry and reporting of SASM's facilities for the operations group.
- Utilizes and maintains SCADA (Supervisor Control and Data Acquisition) systems and works with contractors to perform adequate programming and maintenance of the system.

- Monitors plant processes and makes appropriate operational changes to ensure compliance with NPDES permit and other regulatory requirements, assuring that WWTP operational goals and objectives are met.
- 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 tests.
- Tracks, tests, and analyzes plant processes to improve efficiency of unit processes and optimizes plant performance.
- Prepares clear, accurate and effective correspondence, reports, documentation, specifications, procedures and other written materials.
- Manages contracts and projects as assigned.
- Works off-hour and/or holiday shifts as directed based on operational staffing levels, emergency conditions and/or planned shutdowns.
- Oversees the performance of preventive maintenance and repair of variety of telemetry and instrumentation systems.
- Ensures proper operation, maintenance and calibration of water quality monitoring equipment such as turbidity meters, chlorine analyzers and other analytical equipment such as pressure recorders, level sensing devices.
- Performs 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.
- Operational and preventive maintenance practices of underground piping systems, including pipes, valves, pumps, and related equipment.
- Operational and maintenance practices of electrical motors, pumps, and circuitry.
- Theory of electrical and data communication.
- Mechanical, electrical, and hydraulic principles.
- Chemical and physical tests of wastewater sludge, and related materials.
- Shop arithmetic.
- Supervisory principles, practices, and techniques.
- 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.
- Read, analyze, and interpret various technical documents, general business documents, professional journals, technical procedures, or government regulations.
- Write reports, business correspondence, and procedure manuals.
- 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 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 mathematics necessary to the job.
- Effectively lead, train, and direct others.
- Use computers and computer systems for email, word processing, spreadsheet calculations, managing work orders, and other daily tasks.
- Handle hazardous chemicals and materials in a safe manner.
- Effectively present information and respond to questions from staff, other department managers, staff, customers, and the general public.
- Prioritize assignments and meet deadlines.
- 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/OR 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:** Five (5) years of increasingly responsible experience in operating and performing routine maintenance to facilities and equipment in a secondary wastewater treatment plant and related facilities.

**License or Certifications:**

- Certification by the California State Water Resources Control Board in Wastewater Treatment Plant Operation.
- Grade IV certificate issued by the California State Water Resources Control Board (SWRCB). If, at the time of hire, the candidate has less than a Grade IV certificate, he or she must obtain a Grade IV certificate issued by SWRCB within 12 months from the beginning of assignment.
- Possession of a Class C California Driver's 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.
- Must be reliably able to arrive on-site, ready to work, within 60 minutes of notification during an emergency.
- 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, 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. 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:* *Todd Cusimano, City Manager*  
*Date:* *July 1, 2024*