CITY OF ST. HELENA

PLANT OPERATOR III
WATER AND WASTEWATER TREATMENT

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, performs the full array of duties assigned to classes in the Plant Operator-Water and Wastewater Treatment series, including operations, controls and maintenance work in a Public Works water and wastewater treatment plant and related facilities; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Plant Operator III is the advanced journey level class responsible for the full range of treatment plant responsibilities both in water and wastewater and for the performance of the most complex and difficult assignments within the series. Incumbents in this classification provide training to less experienced staff. This classification is distinguished from the next higher classification of Chief Plant Operator in that the latter is responsible for the overall operation and supervision of the water treatment program.

SUPERVISION RECEIVED/EXERCISED:

receives general supervision from the Chief Plant Operator – Water Treatment. May provide training to less experienced staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Operates, monitors and maintains all plant equipment, components and related facilities, including but not limited to pumps, valves, gearboxes, fans, blowers, aerators, flood controls, chemical feed systems, tanks, plumbing, pump stations, wells, and control systems; reads and interprets meters, gauges and charts; conducts well soundings; performs backwash operations; maintains and upgrades mechanical and electrical systems.

- Conducts regular on-site inspections of plant and system operations making appropriate adjustment to process controls ensuring that operational problems are identified and corrected; ensures that plants are operating within safety standards established by federal, state and local laws, ordinances and regulations; may provide training and supervision for less experienced personnel.

- Performs basic and skilled water and wastewater pollution control and quality laboratory testing and analysis; takes samples on a daily basis to ensure proper plant operation and quality of water and coordinates detailed testing with outside laboratories; adheres to quality assurance programs for
laboratory analysis and instrumentation; prepares and updates reports, including records and logs in compliance with state and federal mandates for reporting.

- Performs maintenance and construction work as directed on the water and wastewater treatment system and related facilities; maintains plant facilities and grounds in a safe, clean and orderly condition; loads and unloads equipment and materials.

- Assists with budget responsibilities, collecting data and organizing materials for ongoing and capital improvement projects.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined spaces. The incumbent may be required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Plant Operator III – Water and Wastewater Treatment. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in the operation and maintenance of a water and wastewater treatment plant, one year of which must have been while in possession of a Grade III Water Treatment Plant Operator certificate and a Grade II Wastewater Treatment Plant Operator certificate, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver’s license; possession of a Grade III Certificate as a Water Treatment Plant Operator from the California State Department of Health Services; possession of a Grade II Certificate as a Wastewater Treatment Plant Operator from the California State Water Quality Control Board.
KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Modern principles, practices and techniques of water and wastewater treatment plant operations; repair, maintenance and adjustment procedures for treatment plant equipment and controls; principles, practices and methods of laboratory testing procedures; characteristics and problems involved with potable water analysis; operational characteristics of the tools used in maintenance of stationary power equipment, pumping systems and electrical systems; general maintenance and repair work; laboratory safety standards and programs; methods and techniques of training and motivation; applicable federal, state and local laws, codes and regulations related to water treatment, storage and monitoring; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Perform maintenance and operations of a water production plant and a wastewater treatment plant and related facilities; collect a variety of samples for laboratory tests and conduct water and wastewater testing and analysis; perform plant operation and maintenance assignments; respond to after hours call-outs as assigned; reside within a thirty minute response time of the downtown City area within three months of employment; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate the tools and equipment used in the operation and maintenance of water and wastewater treatment facilities.