
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description – Water Treatment Plant Operator

POLICY NUMBER: 2996

2996.1 General Job Description

Under the direction of the Water Treatment Plant Superintendent:

- (a) operates and maintains water treatment plant facilities, pumping systems and reservoirs;
- (b) takes both chemical and bacteriological samples, runs the various standardized laboratory tests, and interpret test results for process control and distribution system water quality control;
- (c) performs a wide variety of skilled and semi-skilled manual and automated tasks;
- (d) trains or assists in training of subordinates.

2996.2 Prerequisite Qualifications

2996.2.1 High school diploma or the equivalency thereof.

2996.2.2 Two years of experience, or combination of training and experience, in the operation and maintenance of a conventional filtration water treatment plant.

2996.2.3 "T-3" Water Treatment Operator Certificate issued by the Department of Health Services, State of California.

2996.2.4 If assigned to cross connection program, must have demonstrated competency in testing and repairing backflow prevention assemblies and inspecting users' premises for cross connections, and should be certified in backflow testing by AWWA.

2996.2.5 Basic knowledge of computers, including ability to use, or learn within a reasonable time, the treatment plant's data acquisition and control system.

2996.2.6 Valid California driver license and satisfactory driving record.

2996.3 Basic Work Hours: 7:00 AM to 3:30 PM, daily.

2996.4 Hourly Compensation Range:

2996.5 Essential Job Duties:

2996.5.1 Task: Determines the requirements of, and regulates the water flow through treatment systems.

Physical Demand: Standing; walking; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2996.5.2 Task: Operates and maintains various water treatment plant equipment and machinery, including pumps, flocculators, clarifiers, filters and chemical feeders.

Physical Demand: Standing; walking; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); driving vehicle.

2996.5.3 Task: Takes water samples and makes standardized laboratory tests for processing and distributing water quality control.

Physical Demand: Standing; walking; close and distance vision; color vision; lifting and carrying up to 10 lbs.; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2996.6 Marginal Job Duties:

2996.6.1 Task: If qualified, inspects users' premises for cross connections.

Physical Demand: Standing; walking over uneven ground; close and distance vision; driving vehicle.

2996.6.2 Task: If qualified, tests and repairs backflow prevention assemblies.

Physical Demand: Standing; walking over uneven ground; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; lifting and carrying (regularly up to 25 lbs., infrequently up to 50 lbs.); driving vehicle.

2996.7 Environmental Demands:

2996.7.1 Outside: Occasionally works outside in a variety of weather conditions ranging from snow to +100° F.

2996.7.2 Inside: Frequently works indoors in temperature-controlled environment.

2996.7.3 Fumes/Gases: Exposure to fumes from chlorine, bacteria, chemicals used in the treatment process and lab odors.

2996.7.4 Noise/Vibration: Moderate exposure to noise, and minimal vibration from pumps and motors.

2996.8 Mental Requirements:

2996.8.1 Reading: Reads road maps, construction plans and details, instructions, work orders, technical reports, magazine and journal reports, safety manuals, letters, reports, memos and messages.

2996.8.2 Writing: Reports, messages and instructions.

2996.8.3 Math: Ability to perform basic math and algebra calculations.

2996.8.4 Attention to Detail: Above average level concentration and attention to detail.

2996.8.5 Repetition: Routine daily work practices, especially relating to laboratory work.

2996.8.6 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others to achieve desired goals.

2996.8.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2996.8.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.