
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description - Senior Water Treatment Plant Operator

POLICY NUMBER: 2976

2976.1 General Job Description

Under the direction of the General Manager, the Division Manager and the Treatment Plant Superintendent, and with a minimum of supervision:

- (a) will assume the Superintendent's responsibilities (as specified in the Superintendent's classification specification) in his/her absence;
- (b) performs a wide variety of skilled and semi-skilled manual and automated tasks;
- (c) administers and is responsible for the efficient daily operation of the water treatment plants and associated valves, pumps, motors and controls, including all aspects of the water treatment system;
- (d) administers and is responsible for the efficient daily operation of the treated water storage facilities;
- (e) supervises and evaluates the performance of treatment plant staff;
- (f) trains, or supervises the training of subordinates;
- (g) performs both chemical and bacteriological sampling, performs the various standardized laboratory tests, and interprets test results for process control and distribution system water quality control;
- (h) enforces the District's safety programs and policies;
- (i) prepares or supervises the preparation of payroll reports, together with other records and logs pertinent to the operation of the district's treatment facilities;
- (j) compiles records and reports as required by county, state and federal health agencies;
- (k) prepares, or supervises the preparation of specifications and/or purchase orders for the acquisition of equipment, tools, fittings, etc.;
- (l) supervises and performs a variety of duties relating to developing and providing information requested by District customers and other members of the public having an interest in the Water Division's treatment plant;
- (m) attends meetings of the District's Board of Directors when requested by the General Manager;
- (n) attempts at all times to build a consensus among District personnel through an exchange of ideas and facts, to facilitate the successful implementation of operational changes and policy administration;
- (o) effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of operational and administrative tasks in support of the Treatment Plant Superintendent, Water Division Manager and the General Manager.

2976.2 Prerequisite Qualifications

2976.2.1 High school diploma or the equivalency thereof.

2976.2.2 Four (4) years minimum experience, or combination of training and experience, in the operation and maintenance of a conventional filtration water treatment plant.

2976.2.3 Grade IV Water Treatment Operator Certificate issued by the Department of Health Services, State of California.

2976.2.4 Basic knowledge of computers, including ability to operate, or learn to operate within a reasonable time, the treatment system control and data acquisition system and the latest versions of Excel (spreadsheet software) and WordPerfect (word processing software).

2976.2.5 Valid California driver license and satisfactory driving record.

2976.3 Basic Work Hours: 7:00 AM to 3:30 PM, per shift schedule.

2976.4 Compensation Range:

2976.5 Essential Job Duties:

2976.5.1 Task: Reviews and prepares reports, forms, questionnaires, etc., in response to requirements of, and personally interfaces with staff of other special districts, city, county, state and federal agencies.

Physical Demand: Sitting; standing; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

2976.5.2 Task: Inspects equipment, pumps, motors, valves, fittings and other facilities appurtenant to treatment facilities, and determines priority of maintenance and rehabilitation projects.

Physical Demand: Sitting; standing; close and distant vision; walking over uneven ground; stooping; bending; squatting; climbing; pulling; pushing; occasionally lifting up to 25 lbs., and infrequently lifting up to 50 lbs.; driving vehicle.

2976.5.3 Task: Prepares handwritten and printed (from word processor) reports for use by management and/or the Board of Directors.

Physical Demand: Close vision; use of hands to write and finger, handle, feel objects, tools or controls.

2976.5.4 Task: Determines the requirements of, and regulates the water flow through treatment systems.

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

2976.5.5 Task: Operates and maintains various water treatment plant equipment and machinery, including pumps, flocculators, clarifiers, filters and chemical feeders.

Physical Demand: Standing; walking; climbing stairs; 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.

2976.5.6 Task: Takes water samples and makes standardized laboratory tests for processing and distributing water quality control.

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

2976.6 Marginal Job Duties:

2976.6.1 Task: Operation of telephone, two-way radio, computer, calculator, copier, typewriter, printers, and other related office and laboratory machines and equipment, and accesses file cabinets and data storage facilities.

Physical Demand: Sitting; standing; stooping; bending; squatting; walking; occasionally lifting and carrying up to 25 lbs., and infrequently lifting and carrying up to 50 lbs.; pushing; pulling; close and distance vision; speaking; hearing; use of hands to finger, handle, feel objects, tools or controls.

2976.7 Environmental Demands:

2976.7.1 Outside: Works on occasion in a variety of weather conditions ranging from snow to +100 F.

2315.7.2 Inside: Usually works indoors in temperature-controlled environment.

2976.7.3 Fumes/Gases: Exposure to chlorine, solvents and lab chemicals.

2976.7.4 Noise/Vibration: Pumps, motors, and other water treatment related equipment.

2976.8 Mental Requirements:

2976.8.1 Reading: Reads complex manuals, instructions and reports for equipment and computer software and plans, details and specifications of water treatment facility construction.

2976.8.2 Writing: Writes letters, reports, memos, messages, and fills out information forms.

2976.8.3 Math: Ability to work with mathematical concepts such as algebra. Ability to quickly apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

2976.8.4 Attention to Detail: High level concentration and attention to detail for extended periods of time required to comprehend or produce reports and to perform laboratory tests.

2976.8.5 Repetition: Repetitive data entry to computer system for text and spreadsheets.

2976.8.6 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 and formulate appropriate instructions to achieve desired goals.

2976.8.7 Social Skills: Ability to relate cooperatively with staff of local, state and federal agencies, members of the public, Directors, and District personnel on a constant and face-to-face basis.

2976.8.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.