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**Job Title:** Wastewater Operator I

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The Wastewater Operator I is the entry level class within the Wastewater Operator series. Employees are required to possess a State Water Resources Control Board Wastewater I Operator Certificate.

On a day to day basis, incumbents perform a variety of skilled or semi-skilled maintenance duties involved in the operation and upkeep of plant equipment and facilities; reads gauges and charts; regulates water flows in accordance with established procedures; adjusts and calibrates feed machinery for a variety of chemicals to keep treatment at prescribed standards; collects and labels wastewater samples for chemical testing purposes; adjusts pump settings and chemical feed settings; maintains operating logs and records; operates and inspects plant equipment including pumps, valves, electric motors, switch gear, compressors, blowers, chemical mixers, engines and generators; cleans, oils and greases equipment; maintains buildings; makes minor repairs; paints inside and outside of buildings; reports malfunctioning equipment; calls for maintenance assistance in the event of serious breakdowns; operates pumps and other allied equipment; inspects equipment to determine operating condition and makes necessary adjustment; performs general maintenance and repair of equipment utilized in and around the plant; records instrument readings and changes charts; performs all necessary control tests and calculations to maintain efficient operations; records results of test and other measurements and plots data on graphs; may assist in training subordinates; and performs related duties as assigned.

### **ESSENTIAL FUNCTIONS** *(may include but are not limited to the following)*

- Operate pumps, valves, sampling equipment and other wastewater flow-regulating and treatment controls equipment
- Purchasing of equipment and goods
- Maintain pond; inspects plant, pump stations and related equipment and facilities for proper operation
- Adjust and maintain process control variables, read and interpret gauges, meters and recorders
- Manually and remotely operate and adjust wastewater processes including mechanical, physical and chemical controls/processes
- Collects samples and performs routine analysis of wastewater using accepted techniques, calibrates and maintains laboratory equipment, makes process adjustments based on analyses to maintain regulatory compliance
- Compute and convert volumes, weights and other measurements to and from both standard and metric systems
- Produce and maintain detailed records both manually and computerized
- Respond to customer questions and complaints, build and maintain positive relationships with the public and other agencies
- Must be available to work on weekends, holidays and nights. Available to be on stand-by when assigned for after-hours call back. Work assigned overtime as needed
- Build and maintain positive relationship with co-workers, assists other staff
- Other related duties as assigned



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## **MINIMUM QUALIFICATIONS**

### **Education:**

Possession of a High School Diploma or GED

### **Experience:**

One-year experience in a capacity performing functions relative to the operation and maintenance of a wastewater treatment facility.

### **Residency Requirements:**

Shall establish and maintain residency within 45 minutes of notification to respond zone.

### **Certification:**

- Must possess and maintain a valid Wastewater I Operator Certificate issued by the State of California prior to appointment.
- Must possess and maintain a valid California class 'C' driver's license.
- Ability to Obtain a Valid Certified Pool & Spa Operator Certification within six (6) months of employment start date.

### **Physical Demands:**

Duties require walking on non-level, uneven and slippery surfaces; kneeling; climbing; crawling; grasping; holding and twisting various objects in the performance of daily activities. The need to lift items that weigh up to 100 pounds and the ability to lift and carry items up to 50 pounds. Incumbents are exposed to a variety of conditions including wet, heat, cold, heavy dust, pollen and biohazards. Additionally, the working environment and equipment used exposes incumbents to loud noises, vibrations, mechanical hazards, pesticides, raw and treated sewage, fumes, odors, solvents, fuels, chlorine and other chemical risks. The nature of the work requires incumbents to climb ladders and scaffolds, drive motorized equipment and handle noise producing tools and equipment.

### **Knowledge Of:**

Wastewater collection and conveyance, wastewater treatment, wastewater disposal, bio-solids disposal and recycled water reuse processes, systems and facilities; use of computerized electronic equipment, monitoring and sampling devices, practices and techniques; basic chemistry and general laboratory processes; general safety in an industrial environment.

### **Skilled In:**

Cleaning and painting of facilities and equipment; reading and recording data from gauges and meters; operating wastewater treatment plant equipment without immediate or detailed supervision; performance of routine maintenance on a wastewater treatment plant; recognizing and reacting correctly to unusual, inefficient or dangerous operating conditions; reading and interpreting plant and distribution drawings, diagrams and schematics; keeping records and making written and oral reports or work performed.