



## **SENIOR WATER TREATMENT OPERATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, plans, organizes, coordinates and directs the operations and maintenance of the District's water treatment plants, systems, facilities and related appurtenances in compliance with state and federal requirements; and performs related duties as assigned. This classification may also plan, organize, coordinate and direct the operations and maintenance of a JPA desalter facility(s); performs related work as assigned.

### **CLASS CHARACTERISTICS**

The Senior Water Treatment Plant Operator is the advanced journey-level and first-level supervisor class in the Water Treatment Plant Operator series. Incumbents provide first-line supervision, training and technical assistance to assigned operations staff. Duties and responsibilities are broad in scope and are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through conferences, inspection and analysis of records, reports, and plant performance. The work of this class involves significant accountability and independent decision-making responsibilities.

### **ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Supervises plant operations to ensure compliance with federal, state and local requirements and to maintain processes at an optimal and cost effective level; directs programs, projects and operational changes to meet these requirements.
- Plans, organizes, controls and integrates the work of outside contractors; develops, implements and monitors long-term plans, goals and objectives focused on achieving the assigned priorities.
- Participates in the development and implementation of Department goals, objectives, policies and priorities for each assigned area; assists in the development and participates in the preparation of programs, projects and reports relating to current and long-range goals of the Department.
- Participates in the selection, training, and motivation of plant operations personnel.

- Evaluates the performance of assigned plant operations personnel; establishes performance requirements and personal development targets for assigned personnel; regularly monitors performance and provides feedback for performance improvement and development; with management approval, takes disciplinary action to address performance and deficiencies in accordance with the District's personnel rules, policies and labor contract provisions.
- Provides day-to-day leadership and works with assigned staff to ensure the proper, safe and efficient operation of several state-of-the-art water treatment plants or other assigned facilities.
- Provides technical assistance and advice to assigned plant operations personnel.
- Provides for the training of assigned operations personnel in proper and safe plant operation.
- Prepares and administers the annual budget for plants/facilities.
- Inspects treatment plant and facilities equipment to ensure its proper functioning, minimize interruptions in the treatment/operation process, and to alleviate costly repairs; makes adjustments to operating equipment; reports the need for major or specialized repairs to equipment, machinery and electrical and electronic systems; assists specialized trades personnel in making major and/or highly technical repairs to equipment, machinery and systems; ensures the timely completion of preventive maintenance activities on plant equipment, machinery and systems.
- Monitors systems; controls valves for emergency and scheduled shut down; troubleshoots, diagnoses and reports problems to appropriate personnel.
- Ensures that treatment plant buildings and grounds are maintained in a clean and orderly manner.
- Receives chemical shipments; monitors unloading process and records into inventory; tests shipments for compliance to standards; checks chemical alarms and feed systems for leaks.
- Responds to and resolves inquiries and complaints from staff and members of the public.
- Responds to emergencies as necessary.
- Ensures the timely completion of preventive and predictive maintenance programs.
- Researches new operational methods, techniques and equipment and recommends their application.
- Requisitions necessary tools, equipment and supplies.
- Responsible for carrying out the District's safety program at the treatment plant and/or assigned facilities; ensures subordinates follow safety practices in work methods and procedures; enforces proper safety procedures while working in dangerous situations; educates employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.

- Maintains a variety of records, logs and reports; researches and prepares a variety of regular and special reports concerning plant operations. Prepares and submits required regulatory reports to county, state and federal environmental/regulatory agencies.
- Corresponds and communicates with environmental/regulatory agencies regarding plant operations.

## **QUALIFICATIONS GUIDELINES**

### Knowledge of

- Advanced principles, practices, methods and techniques used in state-of-the-art water treatment plant operations, to include process control and SCADA systems.
- The principles and practices of employee leadership and supervision, with an emphasis on training, motivation, and guidance.
- Principles and practices of construction management; budgeting and purchasing; goals and objectives development; project management, planning, and organization; records management requirements and procedures;
- Operating and maintenance principles of water treatment plant equipment such as valves, pumps, electric motors, diesel engines, and electric computerized and/or manual control systems.
- Federal, state, and local laws, regulations, and policies applicable to water treatment operations work in a public agency.
- Basic principles of chemistry and biology as they apply to water treatment operations.
- Basic mathematics, including addition, subtraction, multiplication and division.
- Laboratory analysis techniques and health standards for potable water.
- Operational and safety regulations pertaining to water treatment plant operations and vehicle and equipment usage.
- Water sampling methods and techniques.

### Ability to

- Assign and monitor the work of subordinate employees performing water treatment activities.
- Provide training to others regarding the principles and techniques of water treatment in a public agency setting.
- Understand, interpret, explain and apply local, state and federal environmental protection requirements.

- Utilize a variety of tools and equipment in order to operate and maintain water treatment plant equipment.
- Make accurate physical and chemical tests of water and maintain accurate plant records.
- Accurately read meters, gauges, valve books, blueprints, schematic drawings, maps, plans, specifications, wiring and pneumatic diagrams.
- Use mathematics as necessary to tabulate numerical data, create metrics, establish accurate measurements, (e.g., distance and volume), and make flow and dilution calculations.
- Diagnose and recognize a variety of water treatment operation anomalies, inefficiencies or dangerous operating conditions and take appropriate corrective action, to include proper documentation and communication regarding the event.
- Prepare basic records and technical reports of work performed.
- Make independent technical decisions to maintain proper water treatment processes.
- Apply rules, regulations, procedures and policies to daily work assignments.
- Work independently and exercise sound judgment in performing assignments within established guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

### Education

Equivalent to graduation from high school with a substantial amount of course work in engineering, environmental engineering, environmental sciences, public administration, or related field of study (a degree in one of the aforementioned areas of study is highly desirable).

### Experience

Three years of skilled, journey-level, technical experience in the operation of a water treatment plant, including at least one year working at a level equivalent to the District class of Water Treatment Operator.

### Licenses/Certificates

- Possession of a valid Class C California driver's license.
- Possession of a valid California State Department of Health Services Grade IV Water Distribution Operation certificate is required.

- Possession of a valid California State Department of Health Services Grade IV Water Treatment Operator certificate. Ability to obtain Grade V Water Treatment Operator certificate within two years of appointment.
- Possession of, or ability to obtain, certification from District-provided CPR/First Aid training is required.

### Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; sit for extended periods of time; use office equipment such as personal computers; have hearing and vision within normal ranges; carry, push, reach and lift repeatedly up to 50 pounds; frequently stoop, kneel or crouch; work in confined spaces; work in trenches and on elevated areas; apply sufficient manual dexterity to operate equipment, including small hand tools; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances.

FLSA: Exempt  
Range: 63  
Union: Non-Represented  
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