

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Water Treatment Plant Operator – Grade II - TV

DEFINITION

Under supervision performs a variety of semi-skilled and skilled tasks associated with the operation and maintenance of the District's drinking water treatment plant; monitors treatment plant and distributions system operations; responds to alarms; collects and analyzes water samples; and maintains and submits a variety of State documents and records.

DISTINGUISHING CHARACTERISTICS

Water Treatment Plant Operator – Grade TI – This is the first Operator – In – Training level. Positions work under immediate supervision while learning job tasks. The Water Treatment Plant Operator – Grade TI level is distinguished from the Grade II level by the performance of tasks allowed with possession of a Water Treatment Operators Grade 1 certification.

Water Treatment Plant Operator – Grade TII – This is the second Operator – In – Training level. Positions work under close supervision while learning job tasks. The Water Treatment Plant Operator – Grade TII level is distinguished from the Grade III level by the performance of tasks allowed with possession of a Water Treatment Operators Grade 2 certification. The Grade II Operator is the first level in the series that may be assigned as shift operator for some of the District's plants as defined by regulation. Positions in this class are flexibly staffed and are normally filled by advancement from the Grade I level once the appropriate certification level is obtained.

Water Treatment Plant Operator – Grade TIII - This is the Grade III journey level in the Water Treatment Plant Operator series. It is distinguished from the Water Treatment Plant Operator – Grade TII by the ability to perform the full range of duties assigned including serving as shift operator for the District's most complex systems. Positions in this class are flexibly staffed and are normally filled by advancement from the Grade II level once the appropriate certification level is obtained.

Water Treatment Plant Operator – Grade TIV – This is the Grade IV journey level in the Water Treatment Plant Operator series. It is distinguished from the Water Treatment Plant Operator – Grade TIII by the possession of a Water Treatment Operators Grade 4 certificate. Positions in this class are flexibly staffed and are normally filled by advancement from the Grade III level once the appropriate certification level is obtained.

Water Treatment Plant Operator – Grade TV – This is the Grade V journey level in the Water Treatment Plant Operator series. It is distinguished from the Water Treatment Plant Operator – Grade TIV by the possession of a Water Treatment Operators Grade 5 certificate. Positions in this class are flexibly staffed and are normally filled by advancement from the Grade IV level once the appropriate certification level is obtained.

This class is distinguished from the Chief Water Treatment Plant Operator in that the latter is responsible for overseeing the operations of an assigned plant, under the direction of the Water Operations and Maintenance Supervisor.

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SUPERVISION RECEIVED AND EXERCISED

Water Treatment Plant Operator – Grade TI

Receives immediate supervision from the Water Operations and Maintenance Supervisor; may receive technical supervision from a higher certified Water Treatment Plant Operator during an assigned shift and technical and functional supervision from the Chief Water Treatment Plant Operator for an assigned plant.

Water Treatment Plant Operator - Grade TII

Receives immediate supervision from the Water Operations and Maintenance Supervisor; may receive technical supervision from a higher certified Water Treatment Plant Operator during an assigned shift and technical and functional supervision from the Chief Water Treatment Plant Operator for an assigned plant.

Water Treatment Plant Operator – Grade TIII

Receives direction from the Water Operations and Maintenance Supervisor; may receive technical and functional supervision from the Chief Water Treatment Plant Operator for an assigned plant. May exercise technical supervision over less certified Water Treatment Plant Operator personnel during an assigned shift.

Water Treatment Plant Operator – Grade TIV

Receives direction from the Water Operations and Maintenance Supervisor; may receive technical and functional supervision from the Chief Water Treatment Plant Operator for an assigned plant. May exercise technical supervision over less certified Water Treatment Plant Operator personnel during an assigned shift.

Water Treatment Plant Operator – Grade TV

Receives direction from the Water Operations and Maintenance Supervisor; may receive technical and functional supervision from the Chief Water Treatment Plant Operator for an assigned plant. May exercise technical supervision over less certified Water Treatment Plant Operator personnel during an assigned shift.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Controls and operates treatment plant equipment using SCADA computer equipment to control and monitor flow of water treatment and processing of chemicals through the water treatment plant and water distribution systems.

Monitors operations to ensure proper processing of water to meet local, State and Federal regulations; makes adjustments to treatment processes and chemicals as necessary to ensure proper water quality; maintains log books, daily plant data and other records.

Observes variations in operating conditions by interpreting computer and gauge readings; inspects and calibrates instruments.

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Responds to and resolves alarms; performs maintenance to treatment plant and distribution system equipment and/or contacts other District personnel to resolve maintenance issues; initiates work orders.

Collects, tests and analyzes water samples; collects, records and analyzes plant performance and water quality data for compliance reporting purposes and internal use.

Compiles, reviews and analyzes statistical data related to treatment plant operations for engineering to assist in the planning of plant upgrades and implementation.

Completes a variety of weekly, monthly and annual operational reports; develops and updates standard operating procedures; prepares and submits reports required by the State.

Inspects treatment plant facilities and pump station equipment to ensure the proper operation of equipment; conducts security inspections of facilities; exercises generators.

Orders and receives chemicals; completes necessary paperwork.

Monitors and assists with the resolution of distribution related issues; controls water tank levels, pressure reducing/flow control stations, and pumping stations.

Receives and responds to customer service issues related to water quality.

Inspects dams to ensure stability; documents weather data and lake levels; collects and analyzes samples.

Safely operates a variety of heavy equipment, including but not limited to, loader, skid steer, and dump truck for residuals management.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Water Treatment Plant Operator – Grade TI

Knowledge of:

Basic mechanical principles and practices. Tools and equipment needed to make general repairs. Principles of customer service. Arithmetic calculations.

Skill/Ability to:

Learn basic practices and procedures related to the operation and maintenance of a drinking water treatment plant. Learn to keep and maintain written records and reports. Learn to maintain accurate records and logs. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment and operational issues; identify and locate equipment; interpret work orders; remember

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equipment location; and explain jobs to others. Ability to maintain reliable attendance is a condition of employment subject to applicable medical and disability leave laws. Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Previous experience in the operation of a potable water treatment plant.

Education:

Education as required by the State of California State Water Resources Control Board - Division of Drinking Water to obtain and retain a Water Treatment Operators Grade 1 Certificate and Water Distribution Operators Grade 1 Certificate.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a Water Treatment Operators Grade 1 Certificate and a Water Distribution Operators Grade 1 Certificate issued by the California State Water Resources Control Board - Division of Drinking Water.

Employees in this classification whose job duties require internet connectivity or the use of a District laptop and air card while on standby must provide and utilize, at their sole expense, a functionally reliable personal internet connection or District provided reliable air card with a District-provided laptop to facilitate District stand-by business.

Water Treatment Plant Operator - Grade TII

In addition to the qualifications for the Water Treatment Plant Operator – Grade TI:

Knowledge of:

Basic mechanical, electrical and hydraulic principles. Tools and equipment needed to make general repairs and adjustments to water treatment plant equipment. Principles and practices associated with operating a drinking water treatment plant and associated facilities. Basic drinking water standards and regulations. Basic water treatment and distribution practices and procedures. Proper handling of hazardous materials. Basic water quality testing procedures. Basic computer operations.

Skill/Ability to:

Learn and apply local, State and Federal regulations related to the operation of a drinking water treatment plant. Keep and maintain written records and reports. Learn practices and procedures

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related to the operation and maintenance of a drinking water treatment plant. Learn to effectively use a variety of software related to office operations and the operation of the plant and distribution system. Learn to operate a variety of heavy equipment. Perform water treatment plant operations and activities as permitted with a Water Treatment Operators Grade 2 certificate.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to a Water Treatment Plant Operator – Grade TI with the El Dorado Irrigation District.

Education:

Education as required by the State of California State Water Resources Control Board - Division of Drinking Water to obtain and retain a Water Treatment Operators Grade 2 Certificate and Water Distribution Operators Grade 1 Certificate.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a Water Treatment Operators Grade 2 Certificate and a Water Distribution Operators Grade 1 Certificate issued by the California State Water Resources Control Board - Division of Drinking Water.

Employees in this classification whose job duties require internet connectivity or the use of a District laptop and air card while on standby must provide and utilize, at their sole expense, a functionally reliable personal internet connection or District provided reliable air card with a District-provided laptop to facilitate District stand-by business.

Water Treatment Plant Operator - Grade TIII

In addition to the qualifications for the Water Treatment Plant Operator - Grade TII:

Knowledge of:

Emergency response procedures. Water treatment and distribution practices and procedures. Water quality troubleshooting practices. Water quality testing procedures. Methods for troubleshooting equipment associated with the operation of a water treatment plant. Computer and software operations.

Skill/Ability to:

Independently troubleshoot and resolve operational and water quality issues. Safely operate a variety of heavy equipment. Independently operate a drinking water treatment plant. Troubleshoot and resolve maintenance issues associated with water treatment and water distribution equipment.

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Respond appropriately to emergency situations. Independently use a variety of software related to office operations and the operations of the plant and distribution systems.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Water Treatment Plant Operator - Grade TII with the El Dorado Irrigation District.

Education:

Education as required by the State of California State Water Resources Control Board - Division of Drinking Water to obtain and retain a Water Treatment Operators Grade 3 Certificate and Water Distribution Operators Certificate Grade 2.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a Water Treatment Operators Grade 3 Certificate and a Water Distribution Operators Grade 2 Certificate issued by the California State Water Resources Control Board - Division of Drinking Water.

Employees in this classification whose job duties require internet connectivity or the use of a District laptop and air card while on standby must provide and utilize, at their sole expense, a functionally reliable personal internet connection or District provided reliable air card with a District-provided laptop to facilitate District stand-by business.

Water Treatment Plant Operator - Grade TIV

In addition to the qualifications for the Water Treatment Plant Operator - Grade TIII:

Knowledge of:

Advanced water treatment and distribution practices and procedures. Principles, practices and regulations related to operating a drinking water treatment plant in accordance with the scope of duties allowed by a Water Treatment Operators Grade 4 certificate.

Skill/Ability to:

Develop and revise standard operating procedures. Assess, analyze and resolve operational issues affecting water treatment.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

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Experience:

Two years of responsible experience similar to Water Treatment Plant Operator - Grade TIII with the El Dorado Irrigation District.

Education:

Education as required by the State of California State Water Resources Control Board - Division of Drinking Water to obtain and retain a Water Treatment Operators Grade 4 Certificate and Water Distribution Operators Certificate Grade 2.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a Water Treatment Operators Grade 4 Certificate and a Water Distribution Operators Grade 2 Certificate issued by the California State Water Resources Control Board - Division of Drinking Water.

Employees in this classification whose job duties require internet connectivity or the use of a District laptop and air card while on standby must provide and utilize, at their sole expense, a functionally reliable personal internet connection or District provided reliable air card with a District-provided laptop to facilitate District stand-by business.

Water Treatment Plant Operator - Grade TV

In addition to the qualifications for the Water Treatment Plant Operator - Grade TIV:

Knowledge of:

Principles, practices and regulations related to operating a drinking water treatment plant in accordance with the scope of duties allowed by a Water Treatment Operators Grade 5 certificate.

Skill/Ability to:

Assess, analyze and resolve the most complex operational issues affecting water treatment.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Water Treatment Plant Operator - Grade TIV with the El Dorado Irrigation District.

Education:

Education as required by the State of California State Water Resources Control Board - Division of Drinking Water to obtain and retain a Water Treatment Operators Grade 5 Certificate and Water Distribution Operators Certificate Grade 3.

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SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a Water Treatment Operators Grade 5 Certificate and a Water Distribution Operators Grade 3 Certificate issued by the California State Water Resources Control Board - Division of Drinking Water.

Employees in this classification whose job duties require internet connectivity or the use of a District laptop and air card while on standby must provide and utilize, at their sole expense, a functionally reliable personal internet connection or District provided reliable air card with a District-provided laptop to facilitate District stand-by business.

 _____ Director of Human Resources	<u>10/07/2024</u> Date
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