

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Chief Water Treatment Plant Operator

DEFINITION

Under direction organizes, assigns and reviews the work of assigned personnel engaged in the operation and maintenance of an assigned water treatment plant; performs duties requiring specialized knowledge; and provides administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the Chief Operator level in the Water Treatment Plant Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and have day-to-day responsibility for an assigned treatment plant. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Water Operations and Maintenance Supervisor. Exercises technical and functional supervision over assigned operations personnel and provides input to assigned plant supervisor on staff performance evaluations.

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

Plans, prioritizes, and reviews the work of staff assigned to a variety of operational and maintenance duties in support of District drinking water treatment plant and distribution systems.

Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participates in evaluating the activities of staff, recommending improvements and modifications; provides input on performance evaluations.

Provides and coordinates staff training; works with employees to correct deficiencies.

Oversees and coordinates water treatment and maintenance activities for an assigned drinking water treatment plant.

Monitors and analyzes operations of an assigned plant to ensure the proper processing of water to meet local, State and Federal regulations; directs adjustments to treatment processes and chemicals necessary to ensure proper water quality; maintains documentation of adjustments to treatment plant processes.

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Chief Water Treatment Plant Operator

Participates in the planning and implementation of treatment plant operational and maintenance needs.

Participates in regulatory monitoring and reporting to meet mandated state requirements.

Coordinates and participates in the collection of data related to treatment plant operations for engineering to assist in the planning of plant upgrades and implementation.

Inspects assigned treatment plant facilities to ensure proper operation of equipment.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

Performs the most difficult work related to the operation of a state-of-the-art drinking water treatment plant.

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

Participates in stand-by rotation, as assigned.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training. Emergency response procedures. Advanced 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. Principles, practices and regulations related to operating a Grade 5 drinking water treatment plant.

Skill/Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff. Perform the most complex duties related to the operation of a state-of-the-art drinking water treatment plant. Develop, revise and implement standard operating procedures. Troubleshoot and resolve maintenance issues associated with water treatment and water distribution equipment. Assess, analyze and resolve the most complex operational issues affecting water treatment. Respond appropriately to emergency situations. Use a variety of software related to office operations and the operations of the plant and distribution systems. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing.

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Chief Water Treatment Plant Operator

On a continuous basis, know and understand maintenance and operations activities and observe safety rules; intermittently, analyze problem equipment and operational issues; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees. Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance and operations activities; bend and twist to adjust equipment; kneel and squat to review work; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Experience and/or 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 IV with the El Dorado Irrigation District.

Education:

Education as required by the State of California Department of Public Health to obtain and retain a Water Treatment Operators Grade 5 Certificate and Water Distribution Operators Grade 3 Certificate.

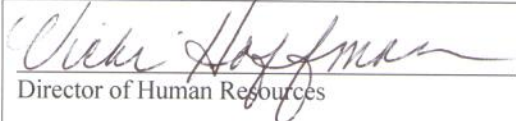
SPECIAL QUALIFICATIONS

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 5 Certificate and a Water Distribution Operators Grade 3 Certificate issued by the California Department of Public Health.

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>10/24/12</u> Date
Established: 08/18/2009 Revised: 10/24/2012 FLSA: Non-exempt Unit: Safety	