

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Wastewater Treatment Plant Operator – Grade OIT - V

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Wastewater Treatment Plant Operator – In – Training – This is the Operator – In – Training level. Positions in this class work under immediate supervision while learning job tasks, have no prior experience in treatment plant operations and do not possess an operator's certificate. Operators – In – Training perform the most routine duties, progressing to more complex duties with training and experience. The Wastewater Treatment Plant Operator – In – Training is distinguished from the Wastewater Treatment Plant Operator – Grade I by the performance of tasks allowed with possession of a Wastewater Treatment Operator – In – Training certificate.

Wastewater Treatment Plant Operator – Grade I – This is the first entry level in the series. Positions in this class work under immediate supervision while learning job tasks. The Wastewater Treatment Plant Operator – Grade I is distinguished from the Wastewater Treatment Plant Operator – Grade II by the performance of tasks allowed with possession of a Wastewater Treatment Operator Grade I certificate. Positions in this class are flexibly staffed and are normally filled by advancement from the Operator – In – Training level once the appropriate certification level is obtained.

Wastewater Treatment Plant Operator – Grade II - This is the second entry level in the series. Positions in this class work under general supervision while continuing to learn job tasks. The Wastewater Treatment Plant Operator - Grade II is distinguished from the Grade III by the performance of tasks and duties allowed with possession of a Wastewater Treatment Plant Operator Grade II certification. 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.

Wastewater Treatment Plant Operator – Grade III - This is the Grade III journey level in Wastewater Treatment Plant Operator series. It is distinguished from the Wastewater Treatment Plant Operator – Grade II 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.

Wastewater Treatment Plant Operator – Grade IV – This is the Grade IV journey level in the Wastewater Treatment Plant Operator series. It is distinguished from the Wastewater Treatment Plant Operator – Grade III by the possession of a Wastewater Treatment Operators Grade IV 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.

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Wastewater Treatment Plant Operator – Grade V – This is the Grade V journey level in the Wastewater Treatment Plant Operator series. It is distinguished from the Wastewater Treatment Plant Operator – Grade IV by the possession of a Wastewater Treatment Operators Grade V 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.

SUPERVISION RECEIVED AND EXERCISED

Wastewater Treatment Plant Operator – In – Training

Receives immediate supervision from the Wastewater Operations and Maintenance Supervisor; may receive technical supervision from higher certified Wastewater Treatment Plant Operators.

Wastewater Treatment Plant Operator – Grade I

Receives immediate supervision from the Wastewater Operations and Maintenance Supervisor; may receive technical supervision from higher certified Wastewater Treatment Plant Operators.

Wastewater Treatment Plant Operator – Grade II

Receives general supervision from the Wastewater Operations and Maintenance Supervisor; may receive technical supervision from higher certified Wastewater Treatment Plant Operators.

Wastewater Treatment Plant Operator – Grade III

Receives direction from the Wastewater Operations and Maintenance Supervisor. May exercise technical supervision over less certified Wastewater Treatment Plant Operators.

Wastewater Treatment Plant Operator – Grade IV

Receives direction from the Wastewater Operations and Maintenance Supervisor. May exercise technical supervision over less certified Wastewater Treatment Plant Operators.

Wastewater Treatment Plant Operator – Grade V

Receives direction from the Wastewater Operations and Maintenance Supervisor. May exercise technical supervision over less certified Wastewater Treatment Plant Operators.

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.*

Reads meters, gauges, charts and instruments associated with the monitoring of operations; ensures proper processing of wastewater to meet local, State and Federal regulations; makes adjustments to treatment processes as necessary to ensure proper wastewater standards.

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Operates pumps, valves and other equipment by hand, mechanical and program parameter (PLCs) to regulate the flow of wastewater through various treatment processes; maintains flow to assure maximum efficiency of plant equipment.

Takes samples of wastewater and other materials at established times; runs laboratory tests as needed.

Inspects plant equipment and remote facilities and reports any failures or operating difficulties; stops and starts equipment as required for repairs; operates, adjusts and maintains chemical feed equipment to ensure compliance with established standards; troubleshoots electrical system problems and makes minor repairs and/or modifications.

Performs record keeping functions such as logging plant operations, test results, maintenance work performed and unusual operating conditions; prepares and maintains a variety of records.

Cleans, lubricates and performs routine maintenance of plant equipment and facilities; assists in the routine maintenance of plant machinery, equipment, piping and structures; assists in the care of grounds.

Completes a variety of reports; develops and updates standard operating procedures.

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

Wastewater Treatment Plant Operator – In – Training

Knowledge of:

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

Skill/Ability to:

Learn and apply basic practices and procedures related to the operation and maintenance of a wastewater treatment plant. Learn and apply safe working practices. Learn to keep and maintain basic written records and reports. 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 equipment location; and explain jobs to others. 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.

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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 mechanical or related experience is desirable.

Education:

Education as required by the California State Water Resources Control Board to obtain and retain a Wastewater Treatment Operator – In – Training 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 Wastewater Operator – In – Training Certificate issued by the California State Water Resources Control Board within 1 year of appointment.

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.

Wastewater Treatment Plant Operator - Grade I

In addition to the qualifications for the Wastewater Treatment Plant Operator – In – Training:

Knowledge of:

Basic mechanical principles and practices as they apply to a wastewater treatment plant. Basic procedures related to the operation of a wastewater treatment plant. Basic regulatory requirements.

Skill/Ability to:

Learn and apply more advanced practices and procedures related to the operation and maintenance of a wastewater treatment plant. Learn to keep and maintain written records and reports related to operations. Learn and apply basic regulatory requirements.

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:

CLASS TITLE: Wastewater Treatment Plant Operator – Grade OIT - V

Experience:

Two years of experience similar to a Wastewater Treatment Plant Operator – In – Training with the El Dorado Irrigation District.

Education:

Education as required by the California State Water Resources Control Board to obtain and retain a Wastewater Treatment Operators Grade I 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 Wastewater Operators Grade I Certificate issued by the California State Water Resources Control Board.

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.

Wastewater Treatment Plant Operator - Grade II

In addition to the qualifications for the Wastewater Treatment Plant Operator - Grade I:

Knowledge of:

Basic mechanical, electrical and hydraulic principles. Basic working knowledge of the operation, maintenance and repair of wastewater reclamation plant equipment and facilities. Basic wastewater treatment and reclamation principles, methods and practices. Tools and equipment needed to make general repairs and adjustments to wastewater plant equipment. Wastewater standards and regulations. Proper handling of hazardous materials. Basic water quality testing procedures. Basic computer operations.

Skill/Ability to:

Continue to learn and apply more complex practices and procedures related to the operation and maintenance of a wastewater treatment plant. Learn and apply local, State and Federal regulations related to the operation of a wastewater treatment plant. Keep and maintain written records and reports. Learn to effectively use a variety of software related to office operations and the operations of the plant.

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:

CLASS TITLE: Wastewater Treatment Plant Operator – Grade OIT - V

Experience:

Two years of responsible experience similar to a Wastewater Treatment Plant Operator I with the El Dorado Irrigation District.

Education:

Education as required by the California State Water Resources Control Board to obtain and retain a Wastewater Treatment Operators Grade II 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 Wastewater Operators Grade II Certificate issued by the California State Water Resources Control Board.

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.

Wastewater Treatment Plant Operator - Grade III

In addition to the qualifications for the Wastewater Treatment Plant Operator - Grade II:

Knowledge of:

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

Skill/Ability to:

Independently operate wastewater treatment plant equipment, including automatic control devices. Independently troubleshoot and resolve operational issues. Troubleshoot and resolve routine maintenance issues associated with wastewater treatment equipment. Make operating adjustments to wastewater treatment equipment. Recognize unusual, inefficient or dangerous operating conditions and take appropriate action. Accurately read and record data from gauges and meters. Read and interpret plant piping and distribution diagrams and schematics. Maintain accurate records. Take samples and run routine laboratory tests. Respond appropriately to emergency situations. Independently use a variety of software related to office operations and the operations of the plant.

CLASS TITLE: Wastewater Treatment Plant Operator – Grade OIT - V

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 Wastewater Treatment Plant Operator - Grade II with the El Dorado Irrigation District.

Education:

Education as required by the California State Water Resources Control Board to obtain and retain a Wastewater Treatment Operators Grade III 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 Wastewater Operators Grade III Certificate issued by the California State Water Resources Control Board.

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.

Wastewater Treatment Plant Operator - Grade IV

In addition to the qualifications for the Wastewater Treatment Plant Operator - Grade III:

Knowledge of:

Advanced wastewater treatment practices and procedures. Principles, practices and regulations related to operating a wastewater treatment plant in accordance with the scope of duties allowed by a Wastewater Treatment Operators Grade IV certificate.

Skill/Ability to:

Develop and revise standard operating procedures. Assess and analyze operational issues affecting 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:

CLASS TITLE: Wastewater Treatment Plant Operator – Grade OIT - V

Experience:

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

Education:

Education as required by the California State Water Resources Control Board to obtain and retain a Wastewater Treatment Operators Grade IV 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 Wastewater Operators Grade IV Certificate issued by the California State Water Resources Control Board.

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.

Wastewater Treatment Plant Operator - Grade V

In addition to the qualifications for the Wastewater Treatment Plant Operator - Grade IV:

Knowledge of:

Principles, practices and regulations related to operating a wastewater treatment plant in accordance with the scope of duties allowed by a Wastewater Treatment Operators Grade V certificate.

Skill/Ability to:

Assess, analyze and resolve the most complex operational issues affecting 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 Wastewater Treatment Plant Operator - Grade IV with the El Dorado Irrigation District.

Education:

Education as required by the California State Water Resources Control Board to obtain and retain a Wastewater Treatment Operators Grade V Certificate.

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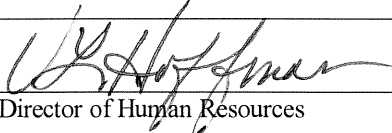
SPECIAL QUALIFICATIONS

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 Wastewater Operators Grade V Certificate issued by the California State Water Resources Control Board.

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>6-28-11</u> Date
Established: 08/18/2009 Revised: 06/28/2011 FLSA: Non-Exempt Unit: Safety	