



Job Description

Title:	Waste Water Treatment Plant Operator I		Revised:	08/2007
Salary Level:	20		FLSA Status:	Non-exempt
Supervisor:	Waste Water Treatment Plant Supervisor	Supervises:	None	
Job Family:	Waste Water Treatment Plant Operator	Bargaining Unit:	Miscellaneous Employees	

JOB SUMMARY:

Performs apprentice level operations and testing activities in the operation of a wastewater treatment plant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs basic routine duties in the operation of the wastewater treatment plant.
- Checks and monitors plant control systems.
- Cleans filters and air blowers to the aeration system.
- Cleans bar rake and other equipment.
- Measures and records oxygen levels in aeration ponds.
- Collects samples, runs laboratory tests.
- Monitors effluent flow to different percolation ponds.
- Maintains records and files on plant operation and equipment maintenance.
- Enters plant operation data in a computer database.
- Performs maintenance of outside grounds areas around the plant.
- Performs building custodial care in the plant.
- Trains, assigns work and evaluates staff performance.
- Performs related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

- Read, understand, implement and practice safety procedures in plant operations.
- Read meters and gauges correctly and to respond to unusual situations quickly and competently.
- Collect samples and perform laboratory tests.
- Operate grounds maintenance equipment.
- Meet schedules and time lines.
- Maintain up to date knowledge of regulations.
- Establish, maintain effective relationships.
- Operate a computer and related software.

KNOWLEDGE OF

- Functions and purposes of wastewater treatment systems.

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- Safe work practices around gases, electricity and chemicals.
- Goals, polices and objectives of wastewater treatment plant operations.
- Basic chemistry and math.
- Operation of computers and related software.
- Policies and objectives of assigned programs.
- Collection and testing of samples.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); some experience in wastewater plant operation; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid California drivers license.
- Ability to obtain a Grade I Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand, walk, and talk or hear. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The employee frequently

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works in inside environmental conditions. The employee is occasionally exposed to outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.