



**APPROVED BY: THE CHIEF  
ADMINISTRATIVE OFFICER**

**EFFECTIVE: November 2011**

## **WATER PLANT 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**

To perform the duties of a state-designated shift operator in the monitoring and operation of a District water treatment plant and, as necessary, to perform the duties of an Assistant Water Plant Operator.

### **DISTINGUISHING CHARACTERISTICS**

The Water Plant Operator is the journey-level class in the Water Plant Operator series. It is distinguished from the next higher-level class of Senior Water Plant Operator in that the latter class possesses advanced journey-level knowledge of plant operations.

Advancement to the class of Senior Water Plant Operator is dependent on organizational need for advanced level skill as determined by management, and is dependent on demonstrating possession of the experience, license, knowledge, and ability requirements of the advanced-journey level class.

### **SUPERVISION RECEIVED AND EXERCISED**

Works under general supervision.

Exercises technical and functional supervision over the classes of Assistant Water Plant Operator I/II.

### **TYPICAL TASKS**

*Typical responsibilities and duties may include, but are not limited to, the following:*

1. As the state-designated shift operator oversee all plant activities on an assigned shift; maintain situational awareness of, or assist in, maintenance, engineering, and construction work, special projects, contractors, non-plant District employees, and all

plant visitors; represent the treatment plant with personnel located offsite such as retailers, regulators, other District plants and support units, and other water agencies; direct the activities of the operator on shift; and formulate production and quality related decisions.

2. Use the plant's computer based Supervisory Control and Data Acquisition (SCADA) system to monitor and control plant operations; investigate and respond to alarms; scan multiple computer monitors simultaneously; navigate a multitude of program screens to observe, track, and retrieve on-line instrument readings for water, chemicals and equipment.
3. Perform duties of an Assistant Water Plant Operator.
4. Perform various administrative tasks including data entry into spreadsheets and database programs, initiate and follow up on work orders for preventative and corrective maintenance; create and revise standard operating procedures; order chemicals, maintain, compile, and review plant operations data; complete entries into the plant's log book; at shift change participate in pass down and review the SCADA system to determine plant status and activities.
5. Serve in the role of Relief Operator on a rotational basis.
6. Train lower-level operator staff; sign off on training checklists.
7. Perform scheduled and emergency plant shut-downs and start-ups.
8. Employees have a responsibility for safety; for following safety regulations and safety policies and procedures applicable to their work; and for carrying out those responsibilities with due diligence as a condition of employment.
9. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### *Some Knowledge of:*

Common desktop applications such as email, word processing, spreadsheets and database programs.

### *Working Knowledge of:*

Each employee shall possess a reasonable understanding of their roles and responsibilities as defined in the District's Injury and Illness Prevention Program. Chemistry necessary to monitor and operate a water treatment plant as required by the State of California.

Math necessary to use formulas to calculate rates, ratios, pressure, dosages, concentrations, volumes, and dilution factors as required by the State of California to operate a water treatment plant.

Operational characteristics of the mechanical equipment and chemical feed systems for the assigned treatment plant.

State regulations pertaining to the shift operation of a T-5 rated water treatment plant, including reporting procedures and requirements.  
SCADA system components and capabilities.

*Ability to:*

Operate a personal computer and common applications such as email, word processing, spreadsheet and database programs.

Navigate and interpret SCADA screens.

Multi-task with short deadlines.

Comply with standards, rules, regulations, policies and procedures.

Apply mechanical aptitude to monitor, operate and maintain water treatment plant machinery and equipment, including pumps, motors, feeders and valves.

Collect samples and perform routine laboratory tests to measure water quality indicators such as turbidity, pH, ozone, and chlorine.

Read and interpret gauges, recording devices and related monitors.

Recognize, identify, diagnose and respond to water quality and operating problems.

Determine what information needs to be recorded.

Interpret and transcribe data.

Perform the role of Shift Operator as defined by California Code of Regulations (CCR) Title 22, Division 4, Chapter 13, Section 63750.70.

Evaluate facility performance and water quality reports.

Provide technical and functional supervision.

## **TRAINING AND EXPERIENCE GUIDELINES**

*The following combination represents the minimum training and experience requirements for this classification:*

### **Experience**

Two (2) years experience performing work as an operator at a water treatment plant that is rated as a T-4 or higher facility.

### **License or Certificate**

Possession of a valid class C California driver's license.

Possession of a valid Grade T3 Water Treatment Operator certificate issued by the California Department of Public Health (CDPH).

### **Substitution**

For staff assigned to work at the District's Advanced Recycled Water Treatment Facility, two (2) years experience performing work as an operator at a wastewater treatment plant or comparable advanced recycled water treatment facility may substitute for the two (2) years experience at a water treatment plant.

For staff assigned to work at the Advanced Recycled Water Treatment Facility, a Grade 3 Wastewater Operator certificate issued by the California State Water Resources Control Board may substitute for the Grade T3 Water treatment Operator certificate.

## WORKING CONDITIONS

### *Environmental Conditions*

Water treatment plant environment; work with and around water; confined spaces, exposure to noise, potentially hazardous chemicals, and inclement weather conditions; work with others; Water Treatment Plants operate 24/7 and require operators to work all shifts on a rotating basis, including nights, weekends and holidays; Must be able to work mandatory overtime and/or call back within the required response time.

### *Physical Conditions*

Essential functions may require maintaining physical condition necessary for: moderate to heavy lifting and carrying, sitting, standing, and walking for extended periods of time; operating motorized equipment and vehicles; smelling and hearing for assessing the condition of plant operations; visual and color acuity for reading computer screens, documents, data, correspondence, and water quality; using telephones; intermittently twist, stretch and grasp to reach materials or equipment; operating office equipment, and wearing personal protective equipment.

## CLASS LEGEND

Established Date: 1/1986  
Revision Dates: 3/2005; 11/2001; 3/1993  
Employee Group: EA

	<u>Current</u>	<u>Previous</u>
Class Code:		
Water Plant Operator III:	FA5	645
Series Code:	1FA	
Family Code:	A04	
Previous Titles:	Water Plant Operator III	
Analyst:	FD	