



**Department:** Wastewater Treatment  
**Prepared By:** Tom Chism

**FLSA Status:** Non-Exempt  
**Prepared Date:** Dec 19, 2016

**JOB TITLE:** Wastewater Treatment Plant Operator I

**SUMMARY:**

Performs skilled and semi-skilled work at the journeyman level in the installation, construction, repair, operation and maintenance of wastewater treatment facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:**

- Performs skilled work in the operation of the wastewater treatment plant.
- Determine system changes to maintain quality control standards.
- Maintains and repairs pumps, valves, and bar screen.
- Measures and records oxygen levels in aeration basins.
- Operates and maintains clarifier, scum box and related equipment.
- Connects and disconnects chlorine & sulfur dioxide cylinders.
- Removes bio solids from sludge lagoons.
- Monitors effluent flow to different locations.
- 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.
- Collects samples, runs laboratory tests.
- Performs building custodial care in the plant.
- May provide relief work at the Water Plant & Wastewater Plant on an on-call basis if required Water Treatment Certificates are also held.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

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.



- High school diploma or general education degree (GED); one year experience as a Wastewater Treatment Plant Operator or Operator In Training or equivalent combination of education and experience.
- Read, understand, implement and practice safety procedures in plant operations.
- Implement principles and practices necessary in wastewater plant operations.
- Perform repairs and adjustments to motors, pumps, and other equipment.
- Read meters and gauges correctly and to respond to unusual situations quickly and competently.
- Collect samples and perform laboratory tests.
- Operate backhoe, trucks and tractors.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Maintain up to date knowledge of regulations.
- Establish, maintain effective relationships.
- Operate a computer and related software.

#### **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

Knowledge of:

- Functions and purposes of wastewater treatment systems.
- Basic mechanical and electrical systems.
- Safe work practices
- Working around gases, electricity and chemicals.
- Goals, policies and objectives of wastewater treatment plant operations.
- Oral and written communication.
- Chemistry and math.
- Operation of computers and related software.
- Policies and objectives of assigned programs.
- Operation of heavy equipment around the plant grounds.
- Collection and testing of samples.
- Chemical applications for wastewater treatment.
- College level course work or trade school training in mechanical repair, wastewater treatment technology, or a related field is highly desirable.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid California driver's license.
- Grade I Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board.



Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

**PHYSICAL DEMANDS:**

- Sitting, standing, stooping, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 75 pounds.
- 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.
- Required to work as a team player, courteously and respectably with co-workers in a close working environment.

**WORK ENVIRONMENT:**

- Works in both inside and outside environmental conditions.
- Verbal, face-to-face contact, email, and telephone.
- Occasionally exposed to inclement weather conditions.
- Risk of electrical shock.
- Regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals.
- Noise level in the work environment is usually moderate.
- Must enter confined space areas such as vaults, and reservoirs.
- 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.