



HERITAGE RANCH COMMUNITY SERVICES DISTRICT

TREATMENT OPERATOR III

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the operation, maintenance, and repair of water distribution and treatment and wastewater collection and treatment systems, facilities, and appurtenances; sets priorities and directs the work of assigned staff on a project or day-to-day basis; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Operations Manager. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the treatment operator series. In addition to performing the full scope of work, employees provide technical and functional direction to assigned staff on an on-going, day-to-day basis, and perform the most difficult and complex assignments requiring the advanced knowledge of concepts in operation, control, and maintenance of water production and distribution and wastewater collection and treatment systems, as well as District and regulatory standards, practices, policies, and procedures. This class is also responsible for ensuring compliance with and maintaining the Environmental Laboratory Accreditation Program (ELAP) Certification for the wastewater laboratory. Successful performance of the work requires an extensive operational background as well as ability to coordinate work with that of other staff and agencies. This class is distinguished from Operations Manager in that the latter has management responsibility for all water and wastewater operations and maintenance functions, programs, and activities of the District.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical and functional supervision to assigned operations staff; reviews and controls quality of work.
- Plans, schedules, prioritizes, and assigns operations and maintenance work in consultation with the Operations Manager; communicates status of operations and maintenance to appropriate personnel, working cooperatively to schedule assignments in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects District systems, facilities, and appurtenances for maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.

- Inspects and evaluates work in progress and upon completion to ensure that operations, maintenance, and repair activities are performed in accordance with District standards and specifications.
- Ensures compliance with and maintains Environmental Laboratory Accreditation Program (ELAP) Certification; coordinates site inspections; performs quality control checks of tests and analyses run in the laboratory to ensure proper standards are followed; trains staff in procedural changes.
- Collects samples and performs water and wastewater process laboratory tests in accordance with permit requirements; analyzes and interprets laboratory results, recognizing problems that may be occurring during the treatment process; makes process adjustments accordingly; generates data for mandated reports.
- Leads and participates in all duties performed by the operations staff including operating and maintaining water distribution and treatment and wastewater collection and treatment systems, facilities, and appurtenances.
- Maintains accurate records and documentation of all plant activities; compiles data on plant operations and chemical use.
- Operates and maintains tools, specialized vehicles, and a variety of light, medium, and heavy equipment related to the maintenance and repair of the District's systems, facilities, and appurtenances.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition and secures equipment and tools at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and District workers.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Provides assistance to the Operations Manager on various special projects as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training.
- Principles, practices, equipment, material, and tools used in the operation, maintenance, and repair of water and wastewater treatment facilities and equipment.
- Standard chemical and physical tests of water and related materials.
- Maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials, and water service components; wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts, and other related facilities and equipment.
- Basic mechanical, electrical, hydraulic, and plumbing principles.
- Basic principles of biology, chemistry, bacteriology, and mathematics.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Safe work methods and safety practices pertaining to the work including the handling and storage of hazardous chemicals.

- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, and oversee activities of treatment operations and maintenance personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in operations, maintenance, and repair of a variety of water and wastewater treatment facilities and equipment.
- Accurately interpret and read flow diagrams, SCADA systems, telemetry equipment, charts, and indicating meters, and make appropriate process adjustments.
- Conduct standard chemical and physical tests of water and wastewater samples.
- Oversee and perform construction, modification, maintenance, and repair work on water distribution and wastewater collection systems, facilities, and appurtenances such as found in the District.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Handle hazardous chemicals in a safe manner.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to the completion of the twelfth (12th) grade and five (5) years of experience in construction, maintenance, and repair and operation of water and/or wastewater systems, facilities, and appurtenances.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a Grade II Water Treatment Operator Certificate (T2) issued by the California State Water Resources Control Board (SWRCB) Drinking Water Department; and the ability to obtain a Grade III Water Treatment Operator Certificate (T3) within one (1) year of employment.
- Possession of a Grade II Water Distribution Operator Certificate (D2) issued by the California SWRCB Drinking Water Department.
- Possession of, or ability to obtain, a Grade I Wastewater Treatment Plant Operator Certificate issued by the California SWRCB within two (2) years of employment.
- Possession of a Grade I Laboratory Analyst Certificate issued by the California Water Environment Association or American Water Works Association is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in the field and standard wastewater and water treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. The employee interfaces with staff, management, and the public in providing customer service, explaining District policies and procedures, and requesting and providing information.

WORKING CONDITIONS

May be required to work evenings, weekends and holidays on a rotational basis on an on-call or call-back basis when necessary to accommodate the needs of the District.

EFFECTIVE: January 2016
DEPARTMENT: Operations
FLSA: Non-Exempt