



HERITAGE RANCH COMMUNITY SERVICES DISTRICT

WATER TREATMENT OPERATOR / CPO

DEFINITION

The Water Treatment Operator / CPO serves as the Chief Plant Operator (CPO) of the Water Treatment Plant. Under general direction, plans, organizes, oversees, and coordinates the work related to the water treatment system, water distribution, associated regulatory compliance and laboratory services, and maintenance of structures and grounds; provides highly complex and responsible support to the General Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Manager. In coordination with the Operations Manager, provides technical and functional direction and training to staff as it pertains to the water treatment system.

CLASS CHARACTERISTICS

This is a journey-level position in the treatment operator series. In addition to performing the full scope of work, employees provide technical and functional direction to less experienced staff on an on-going, day-to-day basis, and perform difficult and complex assignments requiring advanced knowledge of concepts in operation, control, and maintenance of water production and distribution, as well as District and regulatory standards, practices, policies, and procedures. Successful performance of the work requires an operational background as well as ability to coordinate work with that of other staff. 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.

- Serves as Chief Plant Operator of the Water Treatment Plant; operates water facilities and related District equipment; may share in on-call rotation with operators.
- Provides technical and functional supervision to assigned operations staff; reviews and controls quality of work.
- In consultation with the Operations Manager, plans, manages, oversees, and participates in the daily functions, operations and maintenance, and all other activities of the water treatment facilities, water distribution system, regulatory compliance, and laboratory services.
- 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.

- Collects samples and performs water process laboratory tests in accordance with permit requirements; analyzes and interprets laboratory results, recognizing problems that may be occurring during the treatment process and makes process adjustments accordingly; generates data for mandated reports.
- 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.
- May represent the District to regulatory agencies; prepares, reviews, approves, and submits compliance reports; and ensures compliance with federal and state mandated regulations and standards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water operations and maintenance; research emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- 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 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.
- 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.
- 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 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 samples.
- Oversee and perform construction, modification, maintenance, and repair work on water treatment system facilities and appurtenances such as found in the District.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- 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 increasingly responsible experience in operation and maintenance of water treatment plant systems, facilities, and appurtenances.

Licenses and Certifications:

- Possession of a valid California Driver's License by time of appointment.
- Possession of a Grade III or higher Water Treatment Operator Certificate (T3) issued by the California State Water Resources Control Board (SWRCB) Drinking Water Department.
- Possession of a Grade II or higher Water Distribution Operator Certificate (D2) issued by the California SWRCB Drinking Water Department within one year of employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field and at the 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; to operate a motor vehicle and to visit various District and meeting sites; 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 weight 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. The employee may also partially work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances.

WORKING CONDITIONS

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

EFFECTIVE: April, 2021

DEPARTMENT: Operations

FLSA: Non-Exempt