

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: **TREATMENT PLANT OPERATOR II** **CLASS CODE:** **132**

REPORTS TO: **Treatment Plant Superintendent** **TYPE:** **FBE0 – Non-Exempt**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not to reflect all duties performed within the job.

POSITION SUMMARY:

Operates and maintains the 2.2 MGD Surface Water Treatment Plant (SWTP) and 1.0 MGD Wastewater Treatment Plant (WWTP) facilities and associated equipment, including Distribution Booster station and six Wastewater lift stations. Perform inspections, repair work and various reports and operation logs. Collect and analyze samples for water quality and regulator requirements. This position is responsible for managing both treatment facilities.

ESSENTIAL FUNCTIONS:

Ability to lift items of up to 100 pounds to level of waist; small motor skills; sense of feel, smell; ability to hear and give oral instructions and equipment sounds; walking on hard and uneven surfaces; working on ladders and scaffolding; climbing ladder of up to 40 feet in height; frequent bending, squatting and kneeling; ability to read instructions and write information on reports.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Monitor and adjust the operation of water and wastewater treatment plant fluid and chemical pumps, motors and other associated equipment.
- Read gauges, dials and other instruments that provide data for recording.
- Service, maintain, and repair a variety of plant equipment, including pumps, valves, motors, filters, meters, and related plant equipment.
- Inspect treatment plant equipment and facilities to locate needed maintenance and repairs, and schedule repairs to various plant equipment as required.
- Inspect and maintain water booster stations and lift stations, water sources, and storage tanks.
- Assist in the training of other water/wastewater treatment plant personnel.
- Collect samples and conduct a variety of chemical and physical water/wastewater analysis.
- Maintain logs and record; prepare necessary reports, and assist with regulatory agency reports.
- Review and analyze technical information, log regulatory requirements, Operation and Maintenance manuals, and test results, determine and implement appropriate adjustments and respond as necessary to assume treatment plant operation optimization.
- Perform general plant maintenance work such as sweeping, cleaning, painting, and landscaping.
- Operate a front-end loader and other vehicles.
- Respond to emergencies and alarms at water and wastewater facilities during non-business hours and holidays as needed.
- Respond to customer complaints and take the necessary evaluation and action. Provide a reasonable explanation and response for corrections.
- Be responsible for the SWTP and WWTP with minimal supervision as described in the operating permits.

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- Supervise and train Operator-in-Training and Treatment Plant Operator I staff.
- Order chemicals, reagents, and replacement parts, etc.
- Perform other related duties as required.

MATERIALS, EQUIPMENT AND TOOLS:

Electrical testing equipment, grinders, torches, hammers, pneumatic chipping tools, landscape loader, motor vehicles, face shields, gloves, goggles, laboratory meters and equipment, shovels, rakes, wrenches, personnel hoist, personal computer, adding machine, chain saw, calculator, compressors, valve wrenches, hand tools, drills and drill press, chop saw, welding, gauging, soldering equipment, PVC, copper and steel piping, generator, measuring tools, and other related equipment.

SPECIAL REQUIREMENTS:

California Class C Drivers License.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Regulatory requirements and operating permit limitations.
- Principles and practices of treatment plant operations as would be acquired through certification as a Water or Wastewater Treatment Plant Operator.
- Treatment associated math to calculate flow performance, chemical dosing, volumes and operation strategy.
- Operating principles of valves, pumps, motors and various types of electrical and electronic equipment.
- Set up and calibration of chemical feed systems.
- SCADA system and monitoring equipment.
- The appropriate use of hand and power tools used in the maintenance and repair of plant equipment.
- General maintenance skills in electric, carpentry, mechanical and pneumatics

Ability to:

- Work around objectionable odors associated with waste water facilities.
- Operate, repair and maintain treatment plant facilities and equipment.
- Read and interpret gauges, chart recorders, flow meters, elapse timers, level sensors, and other recording devices reflecting treatment plant operations.
- Perform various laboratory tests and document the result values.
- Diagnose operating problems and take effective course of action. Adjust chemical dosing to optimize operating performance.
- Understand and carry out oral and written directions. Interpret Operation and Maintenance manuals.
- Work cooperatively with others and coordinate with other departments when necessary.
- Keep records and maintain reports. Provide reports when requested by Superintendent, Project Manager, and Public Works Director.
- Wear and use self-contained breathing apparatus and other safety-protection devices.
- Supervise and train others in the procedures of treatment plant operations.
- Work weekends and holidays, and to respond to emergency calls during off-duty hours.

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- Calibrate, clean and maintain analytic equipment.

MINIMUM EDUCATION/EXPERIENCE:

- High School graduate or General Equivalency Diploma (GED); and
- Possession of a valid Class C or higher California driver's license; and
- T2 Water Certificate issued by the State Department of Health Services **and** Grade 1 Wastewater Treatment Plant Certificate issued by the California State Water Resources Control Board; **or**
- T1 Water **and** Grade 2 Wastewater dual certification; and
- Two-years experience performing the duties of a Water Treatment Plant Operator, and one-year experience performing the duties of a Wastewater Treatment Plant Operator based on the certified requirements (may be concurrent).

PHYSICAL REQUIREMENTS:

Constant exposure to sun, working in low temperatures and high humidity environment, exposure to loud noise and vibration, walking on slippery and hard surfaces, exposure to airborne dust, bending, kneeling, squatting; frequent walking on uneven surfaces, uses senses of vision, hearing and smell to diagnose problems, work on ladders and structures up to 40 feet in height, work in confined space or cramped body position; occasional use of self-contained breathing apparatus, lifting of items weighting up to 100 pounds.

Preparer's Initials: _____

_____ Date

_____ Department Head Signature
Date

_____ City Manager's Signature
Date

I have read and understand the contents of the job description for this classification:

Employee Signature: _____

_____ Date

ESTABLISHED: 9/98

REVISED: 02/05