

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE: TREATMENT PLANT OPERATOR II**

**REPORTS TO: Lead Treatment Plant Operator      TYPE: FBEO – Non-Exempt**

*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*

**POSITION SUMMARY:**

Operates and maintains the Surface Water Treatment Plant (SWTP) and Wastewater Treatment Plant (WWTP) facilities and associated equipment, including Distribution Booster station and six Wastewater lift stations. Performs inspections, repair work and various reports and operation logs. Collects and analyzes samples for water quality and regulatory requirements.

**ESSENTIAL FUNCTIONS:**

Physical requirements:

Ability to lift items of up to 50 pounds to level of waist; small motor skills; sense of feel, smell; ability to hear and give oral instructions and hear equipment sounds; frequent walking on hard, uneven and or slippery surfaces; bending, kneeling, squatting working on ladders and scaffolding; climbing ladder of up to 40 feet in height; frequent bending, squatting and kneeling; ability to speak, read and write English, read instructions and write information on reports.

Constant exposure to sun; working in low temperatures and high humidity environment; exposure to objectionable odors loud noise and vibration; exposure to airborne dust; use of senses of vision, hearing and smell to diagnose problems; work in confined space or cramped body position; use of a full face respirator.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*Essential duties may include, but are not limited to, the following:*

- 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.

## **JOB TITLE: TREATMENT PLANT OPERATOR II**

- Inspect treatment plant equipment and facilities to locate needed maintenance and repairs, and schedule repairs to various plant equipment as required.
- Participate in confined space entries and prepare required documentation in compliance with federal and state regulations.
- 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 records; prepare necessary reports, and assist with regulatory agency reports.
- Review and analyze technical information, log regulatory requirements, Operation and Maintenance manuals, test results, and 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.
- Supervise and train Operator-in-Training 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.

### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Entering data and manipulating Excel spreadsheets.
- 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.

## **JOB TITLE: TREATMENT PLANT OPERATOR II**

- 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 electrical, carpentry, mechanical and pneumatics.

### **Ability to:**

- Learn assorted new software programs
- Work around objectionable odors associated with wastewater 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, including participation in a confined space entry.
- 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.
- Keep records and maintain reports. Provide reports when requested by department management.
- Wear and use full face respirators and other safety-protection devices.
- Supervise and train others in the procedures of treatment plant operations.
- Work weekends and holidays, and respond to emergency calls during off-duty hours.
- 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.
- T2 Water Certificate issued by the California State Water Resources Control Board.
- Grade 2 Wastewater Treatment Plant Certificate issued by the California State Water Resources Control Board.
- D2 Distribution Certificate issued by the California State Water Resources Control Board within 12 months.

**JOB TITLE: TREATMENT PLANT OPERATOR II**

- One year 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); and/or both Chief Plant Operators will verify competence in each area of importance.

**SPECIAL REQUIREMENTS:**

- The Treatment Plant Operator Lead is considered a “first responder” during emergency conditions; candidates must live within thirty (30) minutes travel time of the City’s Corporation Yard (31301 Cedar Street, Fort Bragg, CA 95437).

**NOTE:** *Accommodations may be made for some of the non-essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

