

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE: TREATMENT PLANT OPERATOR LEAD – WATER, COLLECTION AND DISTRIBUTION**

**REPORTS TO: Director of Public Works                      TYPE: FBEO, 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:**

Under the general supervision of the Operations Manager, and provides assistance in coordinating the operations of the City's Surface Water Treatment Plant facilities and associated equipment, including distribution booster stations. Performs inspections, repair work and completes various reports and operation logs. Collects and analyzes samples for regulatory requirements. This position is responsible for managing the Water Treatment Plant and overseeing and the collection and distribution system for both water and wastewater, and is a backup for the management of the City's Wastewater Treatment Plant.

**ESSENTIAL FUNCTIONS:**

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 ladders of up to 40 feet in height; frequent bending, squatting and kneeling; ability to speak, read and write English, read instructions and write 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. This position may involve work in heavy traffic with exposure to variable weather, noise, dust, vibrations, airborne particles, noxious odors, raw sewage, grease, oil, cleaning chemicals, solvents, and hazardous waste spills.

**TYPICAL DUTIES AND RESPONSIBILITIES (MAY INCLUDE BUT NOT LIMITED TO THE FOLLOWING):**

- Direct work of employees in Water Treatment Plant and is the authorized Lead technician and is responsible for shift operations, when required.
- Direct, coordinate, and perform monitoring and adjustments to the operation of Water Treatment Plant fluid and chemical pumps, motors and other associated equipment.
- Direct, coordinate, and perform the reading of 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.
- Direct, coordinate, and perform inspection of collection and distribution system, equipment and facilities to locate needed maintenance and repairs, and coordinate with the Wastewater

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Treatment Plant Lead and Maintenance Worker Lead to schedule repairs to various plant, collection and distribution equipment as required.

- Direct or participate in confined space entries, and prepare required documentation in compliance with federal and state regulations.
- Direct, coordinate, and perform the training of other Water Treatment Plant personnel.
- Collect samples and conduct a variety of chemical and physical water analysis.
- Lead and participate in maintaining logs and records; 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 plant operation optimization.
- Lead and participate in the performance of general plant maintenance work such as sweeping, cleaning, painting, and landscaping.
- Direct, operate and coordinate 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 Water Treatment Plant with minimal supervision as described in the operating permits.
- Supervise and train Operator-in-Training and Treatment Plant Operator staff.
- Order chemicals, reagents, replacement parts and miscellaneous supplies.
- Perform duties of the Treatment Plant Operator Lead – Wastewater when required.
- Coordinate with Water and Wastewater Lead Operators on joint projects; identifying priorities, scheduling, planning and allocation of resources.
- Position requires working assigned shifts, which may include day, swing, nights, weekends, and holidays as well as participate in after hour standby call-out rotation.
- 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:**

- Regulatory requirements and operating permit limitations.



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- Occupational hazards and safety practices relative to water and wastewater treatment, including confined space entry requirements.
- 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 Operation Manager and/or Public Works Director.
- Wear and use self-contained breathing apparatus and other safety-protection devices.
- Direct and train others in the procedures of treatment plant operations.
- Work weekends and holidays, and to 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; and
- Basic knowledge of Microsoft Office products including Outlook, Word and Excel; and

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- Grade 3 (T3) Water Certificate for the Water Treatment (Lead), Grade 2 (D2) Water Distribution Certificate, and a Grade 3 (G3) Wastewater Certificate for the Wastewater Treatment Plant (Lead); and
- Three-years experience performing the duties of a Water Treatment Plant Operator, and three years experience performing the duties of a Wastewater Treatment Plant Operator based on the certified requirements (may be concurrent).

**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.*

