



Treatment Facilities Operator Trainee/Operator

Class Code:
704,705

DEFINITION

Under supervision of the Treatment and Distribution Supervisor, inspects, operates and maintains all treated water storage reservoirs, regulator stations, booster stations, and remote chemical injection stations; safely operates all equipment related to assignments; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Treatment Facilities Operator Trainee is the entry-level classification in the Treatment Facilities Operator series. Under close to general supervision within a framework of established policies and procedures, incumbents receive on-the-job training and experience in the operation of District treatment facilities. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion, except where tasks are well defined by established standards, policies and procedures. As experience and proficiency are gained, assignments become more varied and difficult with decreasing training and direct supervision.

This class is distinguished from the Treatment Facilities Operator classification which has responsibility for the inspection, operation and minor maintenance of all reservoirs and chemical injection equipment at the blending facility and remote sites. These classifications are flexibly staffed. Incumbents in this classification normally advance to a Treatment Facilities Operator after two years at entry level, obtaining a Grade T2 Water Treatment Plant Operator Certificate, receiving a performance rating of "meets requirements" overall on the most recent evaluation and supervisory confirmation of proficiency in the job requirement of the journey level classification.

Treatment Facilities Operator is the journey level classification in Treatment Facilities Operator series. Under general supervision within a framework of established policies and procedures, incumbents are fully qualified and responsible for the inspection, operation and minor maintenance of all reservoirs and chemical injection equipment at the blending facility and remote sites, including routine repairs that require good electro-mechanical aptitude. Assignments are given in general terms and are subject to periodic review while in progress and upon completion. There is significant latitude for independent judgment and action in well-defined areas of work.

This class is distinguished from the Advanced Treatment Facilities Operator (ATFO) classification which serves as shift leader for Treatment Facilities and Water Treatment Plant Operators assigned to distribution and membrane treatment facilities and regularly performs the most skilled duties related to the efficient operation and general maintenance of membrane water treatment plants, the blending facility, reservoirs and related facilities. The Treatment Facilities Operator and the ATFO classes are flexibly staffed. Incumbents in this classification normally advance to the ATFO classification after three (3) years experience at the journey-level, obtaining a Grade T3 Water Treatment Plant Operator Certificate and a Grade D2 Water Distribution Operator Certificate, receiving a performance rating of "meets requirements" overall on the most recent evaluation and supervisory confirmation of proficiency in the job requirements of the advanced-journey level classification.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Conducts routine inspections of all reservoir sites, regulator, booster and chemical injection stations and San Francisco takeoffs; submits reports on condition of facilities to Operation and Engineering; and maintains all stations in a neat and orderly condition.
- Collects water samples for laboratory analysis, and performs routine tests.
- Repairs or assists with minor repairs and maintenance of chemical injection equipment and surrounding areas.
- Investigates water quality, quality and pressure complaints. Provides reports to supervisors.
- Inspects duty vehicle on a daily basis; maintains vehicle in safe operating condition; regularly checks operation of lights, brakes, accessories; ensures adequate fuel and oil supply; keeps tires properly inflated; makes other similar service checks and reports the need for mechanical repair and adjustments
- With proper training may provide support to water controlling function; and on a voluntary and as needed basis, assists with conventional water treatment and solids handling processes.
- Operates all equipment needed to regulate water flow through the Blending Facility, NDF, Mission San Jose Water Treatment Plant, and the full understanding of the water treatment plant processes, including equipment related to treatment (chloramine/chlorine disinfection) in order to meet production requirements and drinking water quality standards.
- Monitors and controls the water supply, transmission and storage systems through a plant supervisory control and data acquisition (SCADA) system, and analyzes and acts accordingly to control flow through various transmission and distribution facilities or to take other actions as required.
- Computes chemical dosages and adjusts chemical feeders.
- Prepares and maintains detailed logs, records and reports on a variety of functions including; plant operations, test results, maintenance work performed, unusual operating conditions and the results of periodic inspections conducted; uses a computer to maintain data base files and generate reports.
- Performs a variety of laboratory tests to determine plant process performance and compliance with water quality regulations; maintains laboratory equipment in clean condition.
- Takes regular inventories of chemicals and other supplies used during the operation of water facilities; orders operating supplies and chemicals as needed; and assists with the safe unloading and storage of chemicals.

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- Works with hazardous chemicals related to water treatment; receives training and responds to hazardous chemical spill events at District facilities.
- Makes equipment adjustments, lubrications and minor repairs and participates in major plant repairs.
- Operates plant communications during off hours, on weekends and holidays; receives calls from customers, dispatches personnel if needed; maintains telephone and radio communications with field employees, security forces and others, including lock out/tag out programs, confined space program and emergency operations plan.
- Learns and receives training on a variety of issues including: advanced operational and technological developments in the water industry and safety and environmental compliance requirements.
- Maintains plant, operating equipment and facilities in a clean and orderly condition; performs routine housekeeping chores inside and outside the plant and conducts regular site safety inspections.
- May instruct other operators in applicable water treatment processes.
- May conduct tours for individuals or groups, as requested.
- May operate a motor vehicle and/or fork lift in the performance of work.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

High school diploma or its equivalent; and

Treatment Facilities Operator Trainee: No work experience required.

Treatment Facilities Operator: A minimum of two (2) years of progressively responsible experience in water utility operations with emphasis on individual responsibility for treatment facility operations.

Knowledge, Skills and Abilities:

Knowledge of: elemental mechanical, electrical and hydraulic principles; methods and practices of water treatment and dewatering operations and maintenance of pumps, motors and piping; arithmetic; identification, use and safe operation of standard hand and power tools and equipment; safe work practices and pertinent safety regulations.

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Skill and Ability to: read and interpret gauge and recording devices; safely use and maintain a variety of hand tools and equipment; perform simple arithmetic calculations; observe and accurately record operating conditions and make verbal or written reports; keep neat and accurate records; understand and follow written and verbal instructions; effectively operate a mobile radio and PC based SCADA system; establish and maintain effective working relationships; and perform essential duties of the job without causing harm to self or others.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record

Treatment Facilities Operator Trainee:

- Must possess or attain within twelve (12) months of appointment to the position, a California Department of Public Health Water Treatment Operator Certificate, Grade T2.

Treatment Facilities Operator:

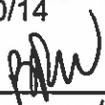
- Must possess a California Department of Public Health Water Treatment Operator Certificate, Grade T2.

Working Conditions/Physical Requirements:

The essential duties of this classification require the ability to work outdoors under various climatic and geographic conditions; to work rotating assignments; to be clean shaven and able to wear respiratory protection equipment as required; to complete necessary Continuing Education (CEU) as required to obtain, maintain and renew requisite certification.

The essential duties of this classification require repetitive use of feet and hands to operate vehicles, equipment and tools; the ability to speak to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors; to walk, stand and climb for sustained periods of time; to lift objects weighing up to 55 pounds; and finger dexterity and hand strength to operate and grasp tools and equipment on a daily basis.

Revised: 10/14

Approved: 
Human Resources/Risk Manager