

**Las Gallinas Valley Sanitary District**

**WASTEWATER TREATMENT PLANT OPERATOR SERIES  
OPERATOR-IN-TRAINING (OIT)/I/II/III/OPERATOR LEAD**

**Salary Grades            OIT: 4-8; Grade I: 6-10; Grade II: 8-12;  
                                  Grade III: 10-14; Operator Lead: 11-15**

**DEFINITION**

Under direct or general supervision, learns to and operates and performs routine maintenance of equipment, facilities and related appurtenances as found in continuously-operating wastewater treatment plants, pump stations and related facilities; performs related work as assigned. All references regarding licenses or certification in this job description refer to the State of California Wastewater Treatment Plant Operator Certification.

**SUPERVISION RECEIVED AND EXERCISED**

Direct and general supervision and training is given by the Plant Operations & Maintenance Supervisor or Plant Manager. Lead direction may be given to lower-level classes in class series. Operators having Grade III licenses or higher may function as shift supervisor and/or as Operations Supervisor in their absence. Direction can be given by a Management member who does not have Operator certification provided the task is not related to the operation of the treatment plant or does not impact the operation of the treatment plant.

**CLASS CHARACTERISTICS**

Operator-in-Training is the entry-level class in this plant operations series. Initially under close supervision, incumbents learn District and operational procedures for wastewater treatment plant equipment and appurtenances. As experience and certifications are gained, assignments become more varied and the work is performed more independently. Regular full – time employee incumbents may advance to Operator I after gaining experience, obtaining the required level of certification, and meeting the qualifications of and consistently performing work of the higher-level class.

Operator I is the first working level in this plant operations series. Under direct supervision, incumbents operate wastewater treatment plant equipment and appurtenances. As experience and certification is gained, operators may independently operate plant and appurtenances, perform routine preventive maintenance and repair under the certification of an Operator III or higher or the Plant Operations & Maintenance Supervisor or Plant Manager. Incumbents may advance to Operator II after gaining experience, obtaining the required level of certification, meeting the qualifications of and consistently performing work of the higher-level class.

Operator II is the skilled Operator in this class series. Incumbents are fully competent to independently operate and perform routine preventive maintenance and repair of wastewater treatment plant equipment and appurtenances. This class is distinguished from Operator III by the latter's lead, special assignment and advanced training and certification requirements. Incumbents may advance to Operator III after gaining experience, obtaining the required level of certification, meeting the qualifications of and consistently performing work of the higher-level

class, completing an established training program and being recommended for advancement by the Plant Manager.

Operator III is a skilled, journey-level class in the Operator class series that independently performs the full range of wastewater plant operational and maintenance duties. Incumbents troubleshoot and perform repair on a variety of mechanical and electrical equipment as well as provide work instruction, guidance and oversight to less-experienced staff as assigned. This class is distinguished from the Operations Supervisor in that the latter has full supervisory responsibility for day-to-day plant operations and maintenance activities. Incumbents may advance to Operator IV after gaining experience, obtaining the required level of certification, meeting the qualifications of and consistently performing work of the higher-level class, completing an established training program and being recommended for advancement by the Plant Manager.

Operator Lead is an advanced skilled, journey-level class in the Operator class series that independently performs the full range of wastewater plant operational and maintenance duties. Individuals in this position are experts in all aspects of operator duties. Incumbents obtain dual and triple certification and troubleshoot and perform repair on a variety of mechanical and electrical equipment as well as provide work instruction, guidance and oversight to less-experienced staff as assigned. Individuals may be assigned a variety of special projects in a lead role and must have the ability to complete and submit regulatory notifications in the absence of the Plant Operations & Maintenance Supervisor or Plant Manager. Individuals may be assigned interim duties of the Plant Operations & Maintenance Supervisor or Plant Manager in their absence. This class is distinguished from the Operations Supervisor in that the latter has full supervisory responsibility for day-to-day plant operations and maintenance activities. This assignment requires a Grade IV Wastewater license must be obtained within three years of appointment. The Operator Lead is a special assignment appointed by the General Manager

#### **EXAMPLES OF DUTIES** (Illustrative Only)

- Controls the operation of treatment, pumping and reclamation facilities to achieve proper processing of wastewater and recycled water within mandated operation requirements.
- Inspects plant operational equipment and facilities on a regularly-scheduled basis; reads and records readings of pumps, chemical feed and other treatment and pumping equipment.
- Instructs, oversees and reviews the work of less experienced staff.
- Reviews and analyzes operational information and test results and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as instructed.
- Monitors plant SCADA system to identify needed adjustments for proper operating conditions.
- Maintains accurate, neat, current and complete logs and records.
- Collects wastewater, sludge and other samples from various phases of the wastewater treatment process; performs basic wastewater laboratory chemical and physical tests on samples to ensure that the wastewater treatment plant is operating effectively and that regulatory requirements are being met; delivers other samples to the District laboratory for testing.
- Operates and performs preventive maintenance on a variety of treatment plant equipment, such as pumps, filtration systems, ultra violet disinfection, chemical valves, sludge lagoon, bar screens, chlorination equipment, dechlorination equipment and electric motors.
- Operates valves, pumps and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.

- Removes screenings and grit; cleans clarifiers and primary, secondary and other wastewater equipment and facilities.
- Maintains facilities, grounds and equipment in a clean and orderly condition to include painting landscaping and house keeping.
- Performs basic adjustments and troubleshooting for electrical motors and controls. A level of electrical maintenance and repair work may be required (refer to the LGVSD Qualified Electrical Worker Safety Certification).
- Uses a variety of hand and power tools and testing equipment.
- Changes recording charts; ensures that chemical feed systems are providing a constant supply of sodium hypochlorite, sodium bisulfite, ferrous chloride, polymer and other treatment chemicals.
- Operates, maintains and repairs sewage pump stations.
- Maintains accurate records of gauge, chart, graph and meter readings, chemical test results and work performed.
- Observes appropriate safety procedures, including those related to the safe handling of chlorine and other treatment chemicals.
- May investigate and resolve customer complaints regarding wastewater treatment related matters.
- May have to operate heavy equipment such as forklift, backhoe, farm tractors, dump trucks etc, depending on District needs.
- Responds to District emergencies as required
- Performs duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, tools, equipment and supplies required for the operation, cleaning and preventive maintenance of the District's wastewater treatment processes, recycling and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, pumps, motors and related appurtenances.
- Tools and equipment required for the work.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals.
- Applicable laws, codes and regulations.
- Computer applications related to the work, including SCADA systems.
- Shop arithmetic.
- Basic mechanical, electrical and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps and circuitry.
- Basic chemical and physical tests of wastewater, sludge and related materials.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone, including dealing with irate and/or abusive customers and difficult situations involving conflict with third parties.
- If required, basis supervisory principles and practices, including instructing staff in work procedures.

### **Skill in:**

- Operating, maintaining and repairing a variety of wastewater treatment plant, pumping and reclamation facilities and equipment.

- Recognizing and correcting or reporting unusual, inefficient or dangerous operating conditions.
- Reading a variety of gauges, charts and meters; recording data accurately and making appropriate process adjustments.
- Conducting basic chemical and physical tests of wastewater, influent, effluent, sludge and related materials.
- Using and maintaining the tools and equipment of the work skillfully and safely.
- Handling hazardous chemicals in a safe manner.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Serving as crew leader and training others in work procedures when required.
- Maintaining accurate records and reports of work performed.
- Understanding and following oral and written directions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:** Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:

All: Equivalent to graduation from high school supplemented by training required by the California State Water Resources Control Board.

Operator-in-Training: One year of experience in the general operation or maintenance of machinery or equipment commonly used at wastewater treatment facilities.

Operator I: One year of experience performing the functions of a wastewater treatment plant operator.

Operator II: Two years of experience performing the functions of a wastewater treatment plant operator.

Operator III: Four years of experience performing the functions of a certified wastewater treatment plant operator.

Lead Operator: Four years of experience performing the functions of a certified wastewater treatment plant operator.

### **Licenses and Certifications:**

All: Must possess a valid California class C driver's license and have a satisfactory driving record.

Operator-in-Training: Must possess the ability to obtain a California Wastewater Treatment Plant Operator-in-Training certificate at time of employment; and a California Grade I Wastewater Treatment Plant Operator certificate within 12 months of employment unless General Manager provides extension of time period due to unique situation.

Operator I: Must possess California Grade I Wastewater Treatment Plant Operator certificate.

Operator II: Must possess California Grade II Wastewater Treatment Plant Operator certificate.

Operator III: Must possess California Grade III or higher Wastewater Treatment Plant Operator certificate.

Lead Operator : Must possess California Grade IV or higher Wastewater Treatment Plant Operator certificate within three years of appointment.

**Physical Demands:**

Must possess mobility to work in a standard wastewater treatment plant and laboratory setting, and use specialized test equipment, hand and power tools and instrumentation; stamina to work in confined spaces, around machines, and to climb and descend ladders; strength to lift and carry materials and equipment weighing up to 75 pounds; walk or stand for long periods of time; vision to read printed materials, charts and gauges and a computer screen; smell to identify odors; and hearing and speech to communicate in person, over the telephone and a two-way radio.

**Other Requirements:**

Must be available for regular and emergency standby, weekend assignments, to be called-back, and work emergency overtime as required. The District requires that employees reside within a 45 minute drive from the District boundary for effective response to abnormal conditions. May be exposed to inclement weather conditions, fumes, odors, dust and potentially toxic chemicals and conditions. This position requires working at the District's main sewage treatment plant and remote locations within the District.