

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER RECLAMATION OPERATOR

DATE: 09/25/2007

JOB CODE: 21808

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

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.

DUTIES SUMMARY

Under supervision, to assist and participate in the operation and maintenance of a variety of equipment utilized in the treatment of sewage and the drying of sludge; to assist and participate in the control of processes through adjustments to equipment and corrections to chemical balance; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Water Reclamation Operator is the entry journal level in the Water Reclamation series. Supervision is received from the Water Reclamation Lead Operator or the Water Reclamation Process Control Supervisor. Incumbents perform the more routine tasks and duties.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and all city department staff;
- Perform routine inspections of plant and equipment according to established procedures;
- Read meters and gauges and record accurate operating information necessary to document shift processes and to evaluate operating characteristics;
- Regulate and adjust equipment including positive displacement and centrifugal pumps, blowers, valves, motors and sludge drying equipment to conform to process requirements;
- Check generators for vacuum, water, oil and hot bearings;
- Assist in changing chlorine tanks;
- Administer proper quantities of chemicals and polymer solution, as directed;
- Identify equipment malfunctions and advise supervisor;

- Conduct minor chemical balance as directed;
- Oil, lubricate and/or clean motors, grit collectors, bar screens, filters and other equipment according to preventive maintenance schedules or as required;
- Flush pumps, wash down aeration tanks, sedimentation basins and similar facilities;
- Perform general cleanup functions as needed;
- Operate plant vehicles as required;
- Adhere to safety, cleanliness and fire prevention rules and standards;
- Perform related work as required.

QUALIFICATIONS

Any combination of education, training and experience that would likely provide the knowledge, skills and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Basic principles, methods, procedures, equipment, tools and processes of a water reclamation facility;
- Sewage treatment and sludge disposal;
- Simple chemical testing methods;
- Basic hydraulics, valves, pumps and hydraulic systems;
- Appropriate safety precautions and procedures.

Ability to:

- Interpret results of simple chemical testing;
- Work in confined spaces;
- Operate large, cumbersome valves;
- Work in an environment of wastewater;
- Read and write at a level sufficient for job success;
- Read, understand and apply simple materials;
- Make simple arithmetic calculations with speed and accuracy;
- Perform mathematics related to hydraulics;
- Write legibly;
- Understand and carry out oral and written instructions;

- Establish and maintain effective relationships with those contacted in the course of work;
- Must maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or G.E.D. equivalent,
And

Experience: One (1) year of experience in the operation of a wastewater treatment plant.
And

Certificates: Must possess a valid Wastewater Treatment Plant Operator Grade I Certificate issued by the California State Water Resources Control Board.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid California Class "C" driver's License. For out of state applicants, a valid driver's license is required and a valid California Class "C" driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, infectious disease and hazardous chemicals including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions. There is frequent need to stand, stoop, walk, crawl, climb and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate various equipment, transport materials and supplies weighing up to 50 pounds and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Reclamation Operator
To: Water Reclamation Senior Operator

Job Description:

BOWC Approved: 08/21/2007
CSB Approved: 09/25/2007

Testing Standards:

Open/Promotional/Civil Service Oral