

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER RECLAMATION SENIOR OPERATOR

DATE: 5/17/2016

JOB CODE: 21807

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GEN

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 general supervision, to operate a variety of equipment utilized in the treatment of wastewater and the disposal of sludge; to control processes through adjustments to equipment and correction to biological/chemical balance; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Water Reclamation Operator series. The incumbent participates in and may direct a crew in absence of the lead worker and provides operations training to less experienced operators. Supervision is received from a Water Reclamation Lead Worker, Process Control Supervisor, Water Reclamation RIX Supervisor, and Water Reclamation Plant Supervisor. The incumbent may be appointed by the Chief Plant Operator (CPO) as the Designated Operator-in Charge (DOIC), responsible for the overall operation of the wastewater treatment plants. Reports to the CPO when appointed DOIC.

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 City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Make inspections of wastewater reclamation equipment according to established procedures;
- Mix and add chemicals;

- Read and record meters and gauges, interpreting information into operating characteristics and regulate and adjust equipment, including positive displacement and centrifugal pumps, blowers, valves, motors and sludge drying equipment to conform to process requirements;
- Check engine driven equipment for vacuum, water, oil, and hot bearings;
- Administer proper quantities of chemicals and polymer solutions;
- Check primary and secondary clarifiers, activated sludge systems, digestion units, solids handling, filtration systems, and disinfection systems;
- Identify equipment malfunctions and advise supervisor;
- Maintain operating logs of specified data necessary to document shift operations;
- Conduct process and chemical sampling and testing;
- Review laboratory analysis reports;
- Interpret data and make adjustments to chemical balances through the manipulation of valves and feed control systems as required;
- Oil, lubricate, and/or clean motors, grit collectors, bar screens, filters, and other equipment according to schedules or as required;
- Flush pumps and wash down aeration tanks, sedimentation basins, and similar facilities;
- Personal computer and application software use as applicable to process control, records management, and S.C.A.D.A operation;
- Direct crew in absence of lead operator;
- Provide operations training;
- Assist in mechanical repairs as required;
- Assure adherence to permit requirements, personnel safety, cleanliness, and fire prevention rules and standards;
- Direct and participate in the performance of routine and non-routine maintenance and operational activities;
- Develop Standard Operating Procedures (SOPs), adhere to SOPs, and actively promote the use of SOPs.
- Operate Department vehicles; and
- 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:

- Regulations governing the operation of wastewater treatment plants;
- Principles, methods, procedures, equipment, tools, and processes of a water reclamation facility;
- Sewage treatment and sludge disposal;
- Wastewater process and chemical testing methods;
- Bacteriological balances and solids digestion;
- Basic hydraulics valves, pumps, and hydraulic systems; and
- Appropriate safety precautions and procedures.

Ability to:

- Interpret results of wastewater process and chemical testing;
- Make procedural adjustments resulting from test data;
- Work in confined spaces;
- Operate large cumbersome valves;
- Work in an environment of wastewater treatment;
- Assess from visual inspection the operational condition of wastewater;
- Read and write at a level sufficient for job success;
- Maintain moderately complex records;
- Make moderately complex arithmetic calculations with speed and accuracy;
- Perform mathematics related to the wastewater reclamation field;
- Write legibly;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;

- Establish and maintain effective relationships with those contacted in the course of work;
- Communicate clearly and concisely, orally and in writing;
- Work under moderate stress conditions;
- Perform frequent inspections of all plant equipment and processes to ensure proper operation;
- Ability to wear self-contained breathing equipment;
- Work shift work to include working weekends, holidays and rotating shifts; and
- 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 equivalent.

Experience: Two (2) years of experience in the operation of a wastewater treatment facility which incorporates preliminary, primary, secondary (activated sludge), anaerobic sludge, dewatering, filtration, and disinfection treatment processes.

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

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California 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, untreated wastewater, 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 Senior Operator

To: Water Reclamation Lead Operator

Job Description:

BOWC Approved:

5/4/1999

Rev. Appr:

5/17/2016

Testing Standards: CS App Review/CS Supp App Review

CSB Approved:

6/8/1999

CS Oral Board removed by CSB Action

4/12/2016