

CITY OF HOLTVILLE JOB DESCRIPTION

TITLE: WASTE WATER TREATMENT PLANT OPERATOR II
DEVELOPED: 7/25/2008
APPROVED:
DEPARTMENT: PUBLIC WORKS

POSITION SUMMARY:

To operate and maintain pump stations, wastewater treatment plant ad facilities; and perform related responsibilities as required.

REPORTING RELATIONSHIPS:

Under general supervision of the Waterworks Supervisor Responsibilities include direct supervision of Wastewater Treatment Plant Operators in Training and Grade I workers.

EXAMPLES OF RESPONSIBILITIES:

1. Monitors wastewater treatment plant equipment, quality control records to ensure safe sanitary operations
2. Collects samples and conducts standardized chemical, physical and bacteriological tests in accordance with quality testing procedures
3. Performs inventory and purchasing activities and monitors approved budget expenditures within the division
4. Records process control data and results of laboratory analysis, charts trends and maintains accurate records
5. Operates, inspects and maintains sewage and storm water pump stations by activating and monitoring pumps
6. Repairs and replaces gauges, pumps, filters and other controls and mechanical and electrical equipment; documents repairs performed and equipment downtime.
7. Uses small hand tools such as saws, pipe wrenches, ratchets, crescent wrenches and channel locks in maintaining, repairing replacing mechanical and electrical components and equipment.
8. Performs NPDES monitoring and process control analysis
9. Follows all applicable safety rules and regulations and responds to emergencies when off duty and performs emergency repairs
10. Provides support on public works crew and may supervise a crew as assigned.
11. Serves on call twenty four hours a day to respond to emergencies at the water plant or in connection with the water system
12. Completes assigned monitoring reports as directed.
13. Analyzes plant process to improve efficiency and reduce costs

QUALIFICATION GUIDELINES:

Education

Equivalent to a high school diploma, supplemented by at least 36 hours of formal instruction in wastewater treatment related courses.

Experience

One year of specialized training and one year of experience in the maintenance and operation of a secondary activated treatment plant.

Knowledge

Wastewater laboratory analysis methods practices and procedures; process control methods, procedures and record keeping practices; plumbing, electrical and hydraulics and troubleshooting procedures and principles; equipment, tools, materials, methods and procedures associated with the maintenance, repair, inspection and servicing of wastewater treatment plant facilities; proper and efficient use of hand and power tools; work safety rules and procedures.

Ability

Ability to work in intense heat and given exposure to noxious odors, gases and waste. Ability to work at night or on weekends on an on call basis to perform emergency maintenance and repair assignments as needed.

Perform process control calculations and laboratory analysis work; maintain detailed and accurate laboratory analysis and wastewater treatment plant operational records; diagnose and solve routine operational and electrical and mechanical problems involving wastewater treatment plant equipment; communicate and work cooperatively with coworkers, supervisors and the general public; understand and carry out oral or written instructions and safety procedures; complete basic work activity records and time reports; perform assigned maintenance tasks following established work procedures and techniques.

Operate power and hand tools such as saws, pipe wrenches, ratchets, crescent wrenches, and channel locks; operate pumps and electrical metering equipment; use air tanks and related safety equipment as needed given major maintenance problems.

Special skills and requirements

Possession of a Grade II Water Treatment Plant Certificate issued by the State of California Department of Health Services and possession of a valid California Class B or Class 2 driver's license and an acceptable driving record.