

LOWER LAKE COUNTY WATERWORKS DISTRICT NO. 1

POLICY HANDBOOK

POLICY TITLE: Job Description- Operator 1

POLICY NUMBER: 2360

DEFINITION: Under general direction, to learn and perform monitoring, maintenance, operations and repair work on water treatment plants and systems and to do related work as required.

DISTINGUISHING CHARACTERISTICS: This is the first experience working level in the Water Treatment Plant Operator class series. Respondents would be required under general direction to perform monitoring, maintenance, operations and repair work on water treatment plants and systems. It is distinguished from the Operator II position by performing less complex work and requiring a lower level of certification. There is considerable similarity in assignments between Water Treatment Operator I, II, III with the skills, knowledge, and scope of work determined by certification requirements. When work knowledge has been developed, sound work demonstrated, and requirements have been met, an applicant may reasonably expect promotion to Water Treatment Plant Operator II level.

Applicants in this class are subject to twenty-four-hour “call-out” for treatment or system related emergencies.

REPORTS TO: Lead operator, General Manager.

CLASSIFICATIONS SUPERVISED: This is not a supervisory classification.

EXAMPLES OF: (The following is used as a partial description and is not restrictive as the duties required).

Monitors water treatment system operations, reading charts and gauges, noting operational problems and recommending adjustments to maintain system balance, inspect pumps, filters, and other water treatment equipment as required; Gather samples at appropriate sampling points, using proper procedures and recording information for records, cleans and monitors continuous analyzers, and portable sampling equipment; performs basic laboratory tests as needed; reads and adjusts flows through the filter feed and distribution pumps to maintain proper plant operations; checks and maintains levels in the chlorine and potassium permanganate tanks as well as maintaining chemical feed pumps; perform leak detection for chlorine and potassium permanganate; test proper operations of residual analyzers, chlorinators and injection systems; inspect and clean plants, offices and other district facilities; uses a variety of testing equipment and procedures; operates a variety of hand and power tools; maintains a variety of records and reports related to water systems operations; performs preventative maintenance; installs, repairs and flushes water lines; may install, test and read meters; respond to customers complaints and make field investigations; may be directed to enter permit-required area and confined spaces; to follow proper safety standards always.

TYPICAL PHYSICAL REQUIREMENTS: Frequently stand and walk for extended periods. Walk on uneven and slippery surfaces, stoop, kneel and crouch to pick up or move equipment; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift and move heavier objects with assistance; climb ladders; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; able to communicate verbally; uses basic hand tools; testing equipment and a variety of power-driven equipment; drives and operated heavy equipment such as trucks, backhoes and generators.

TYPICAL WORKING CONDITIONS: Work is performed in plant facilities, confined spaces, pump stations and outdoor environments; work is performed in varying temperatures and weather conditions; some assignments may be performed in a shop or office; exposure to hazardous materials, smoke, gases and fumes; exposure to hazards such as moving machine parts and electrical currents and high voltage; regular contact with staff and the public.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Basic knowledge of principles, methods and practices pertaining to the operation and maintenance of water treatment facilities and systems.
- Record keeping and reporting procedures
- Practices, tools, equipment and materials used in water treatment systems operation, maintenance repair work.
- Basic knowledge of laws, rules, and regulations and environmental requirements applicable to the operation and maintenance of water treatment facilities and systems.
- Principles and methods of preventative maintenance programs.
- Sample collections and basic laboratory testing methods.
- Safe work practices and procedures.

Ability to:

- Perform assigned work in the operation, maintenance, adjustment and repair of water treatment plants and associated systems.
- Inspect water treatment facilities and systems for proper and safe operation conditions.
- Collect samples and conduct basic laboratory tests.
- Skillfully use a variety of hand and power tools in the maintenance, testing, monitoring, adjustment and repair of water treatment facilities and systems.
- Develop and maintain accurate system and operating records and reports.
- Use computer systems and software applicable to water plant and systems operation, maintenance and record keeping.
- Effectively represent the Waterworks District in contracts with the public and other agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors and customers.

Training and Experience: Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be two (2) years of experience in operation, monitoring, testing, maintenance and repair of water treatment facilities and systems at a level comparable to that of a Water Treatment Plant Operator Trainee.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License. A class A license may be required.

Possession of a valid Grade II Water Treatment Plant Operator Certificate.

Possession of a valid Grade II Water Distribution Certificate.

May be assigned to work extra hours, weekends, and holidays. May be assigned to routine after-hours, standby duty as an emergency response employee.

The contents of this class specification shall not be construed to constitute and expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. Lower Lake County Waterworks District #1 assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process.