



## City of Watsonville

### Job Description

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**JOB TITLE:** Wastewater Treatment Plant Operator Trainee/I/II **DATE APPROVED:**

**DEPARTMENT:** Public Works & Utilities

**SUPERSEDES:** 2020

**REPORTS TO:** Wastewater Treatment Plant Operations Supervisor, other management

**SUPERVISION:** N/A

**EMPLOYEE UNIT:** OE3

**FLSA:** Non-Exempt

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#### **JOB SUMMARY:**

Under general supervision, operates and maintains a variety of equipment and machinery in the wastewater treatment and recycling facilities, and related Wastewater Division facilities. This job class performs other related duties in the Wastewater Division as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

##### **Wastewater Treatment Plant Operator Trainee**

This job class performs unskilled operational and maintenance tasks while learning semi-skilled and more skilled tasks. This job class is the entry and training level classification in the Wastewater Treatment Plant Operator series. An incumbent in this class works under the immediate supervision of a higher-level Operator and/or a higher-level supervisor or manager. At this level, an incumbent learns how to perform a variety of duties associated with operating and maintaining the City's wastewater treatment and recycling facilities and provides assistance to more experienced operators. Although specific wastewater treatment and recycling experience is not required to qualify for the class, incumbents must obtain a Wastewater Treatment Plant Operator-in-Training certificate issued by the California State Water Resources Control Board (SWRCB) within 30 days of employment as required by law. The incumbent will be required to obtain a Grade I Wastewater certification from the State Water Resources Control Board within 18 months of initial employment.

This class can be distinguished from the higher-level class of Wastewater Treatment Plant Operator I because incumbents in the latter class must have a Grade I certificate and are expected to perform duties that require a higher level of skill and independent judgment. Incumbents at the Trainee level shall promote to the Operator I class when they meet the requirements of the higher-level class and have demonstrated sufficient proficiency at that level.

##### **Wastewater Treatment Plant Operator I**

This is the first working-level class in the Wastewater Treatment Plant Operator series. An incumbent in this class works under the general supervision of a higher-level Operator and/or a higher-level supervisor or manager. At this level, an incumbent independently performs the more routine duties associated with operating and maintaining the City's wastewater treatment and recycling facilities, while still receiving direction and supervision as needed from a more experienced Operator. To qualify for this class, applicants must possess a Wastewater Treatment Plant Operator Grade I certificate issued by the California State Water Resources Control Board (SWRCB). The incumbent will be required to obtain a Grade II certificate from the State Water Resources Control Board within 24 months.

This class can be distinguished from the lower-level class of Wastewater Treatment Plant Operator Trainee because incumbents in the latter class must possess an Operator-in-Training certificate and are trained to perform the most routine plant operations and maintenance activities. This class can also be distinguished from the higher-level class of Wastewater Treatment Plant Operator II because incumbents in the latter class must possess a Grade II certificate and are expected to perform duties that require a higher level of skill and independent judgment. Incumbents at the Operator I level shall promote to the Operator II class when they meet the requirements of the higher-level class and have demonstrated sufficient proficiency at that level.

### **Wastewater Treatment Plant Operator II**

This is the second working-level class in the Wastewater Treatment Plant Operator series. An incumbent in this class works under the general supervision of a higher-level Operator and/or a higher-level supervisor or manager. At this level, an incumbent independently performs a wide variety of duties associated with operating and maintaining the City's wastewater treatment and recycling facilities while still receiving direction and supervision as needed from a more experienced Operator. To qualify for this class, applicants must possess a Wastewater Treatment Plant Operator Grade II certificate issued by the California State Water Resources Control Board (SWRCB).

This class can be distinguished from the lower-level class of Wastewater Treatment Plant Operator I because incumbents in the latter class must possess a Grade I certificate and generally perform more routine plant operations and maintenance activities. This class can also be distinguished from the higher-level class of Wastewater Treatment Plant Operator III because incumbents in the latter class must possess a Grade III certificate and are expected to perform the full range of journey-level Operator duties with a high level of skill and independent judgment. Incumbents at the Operator II level shall promote to the Operator III class when they meet the requirements of the higher-level class and have demonstrated sufficient proficiency at that level. The incumbent will be required to obtain a Grade III certificate from the State Water Resources Control Board within 48 months of initial employment.

### **EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

- Monitors, operates, and adjusts controls at the City's wastewater treatment and recycling

facilities, and related Wastewater Division facilities

- Controls the operation of treatment, pumping, and water recycling facilities to regulate the flow of wastewater through the system as well as achieve proper processing of wastewater and the re-use of biosolids and recycled water within mandated operational requirements
- Conducts facility rounds and regular inspections of all plant equipment located at the wastewater treatment and water recycling facilities to assure proper operational efficiency
- Monitor and adjust the facility Supervisory Control and Data Acquisition (SCADA) system to maintain proper operating conditions.
- Lubricates pumps and other technical apparatus for proper operation
- Adjusts valves and controls as necessary to maintain proper flow and treatment of wastewater
- Conducts periodic readings of meters and gauges and records data in the plant operating logs; maintains detailed and accurate operation and maintenance records
- Adjusts and regulates chemical feeds in wastewater treatment, and water recycling processes
- Works in an assigned area and is responsible to operate chemical, biological, mechanical, and physical treatment process
- Operates sludge dewatering technology, and uses heavy equipment to dry biosolids
- Performs a variety of manual tasks involving the handling of equipment exposed to raw sewage including the cleaning and maintenance of clogged pumps, wet wells, sump basins, and others
- Performs laboratory sampling and analyses as assigned
- Performs a wide variety of preventative maintenance work and minor mechanical repairs in connection with the repair and upkeep of the plant's facilities
- Attend and participate in meetings, training, and safety sessions; participate in team projects and task forces as required
- May provide training and direction to less experienced employees.
- Promotes and maintains safety in the workplace
- Participate in appropriate safety procedures, including those related to working in confined spaces, the safe handling of chemicals, and lock-out-tag-out procedures.
- Performs related duties similar to the above in the scope and function required
- Works shifts as required
- Works holidays and weekends as required

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles of and typical operations, services, and activities within wastewater treatment and recycling facilities, and related Wastewater Division facilities.
- General safety practices pertaining to the use of vehicles, power equipment, and hazardous materials; specific occupational hazards and safety precautions necessary for working in wastewater treatment, water recycling plant, and related facilities.
- Principles of mathematics, including algebra and geometry.
- Basic principles of hydraulics.

- Laws, codes, and regulations pertaining to the operation of wastewater treatment and recycling facilities, and related Wastewater Division facilities.
- Methods of effective interpersonal communication.
- Office procedures, methods, and equipment including computers and applicable software applications such as email, calendar, word processing, spreadsheets, and databases.

**Ability to:**

- Safely and effectively perform a variety of duties pertaining to the operation and maintenance of equipment, instruments, and structures used within the wastewater treatment and recycling facilities, and related Wastewater Division facilities.
- Recognize and report unusual, inefficient, or dangerous operating conditions and recommend solutions.
- Read and interpret gauges and other recording devices.
- Make proper logbook entries and maintain accurate logs, records, reports, and charts.
- maintain good public relations with people contacted during work assignments and in the performance of required duties
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Work in confined spaces
- Handle hazardous chemicals in a safe manner
- Operate a variety of hand and power tools and testing equipment
- Operate heavy equipment such as a forklift, loader, or crane truck.
- Operate light and heavy vehicles
- Communicate clearly and concisely, both orally and in writing
- Understand and carry out oral and written directions.
- Work shifts as required.
- Work holidays and weekends as required.
- Respond to emergency situations in an appropriate manner

**PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties.
- Be exposed to chemicals, bacteria, unpleasant odors, and raw sewage.
- Drive an automobile.
- Climb ladders and stairs.
- Grasp with right and left hands.
- Use fine hand manipulation.
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.

- Use a computer keyboard.
- Walk on uneven surfaces.
- Work outside in inclement weather.
- Work in confined spaces and/or respond in an emergency
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### **TRAINING AND EXPERIENCE:**

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain knowledge and abilities is:

- Equivalent to graduation from high school. Technical or college-level coursework in environmental science, chemistry, biology, physics, mathematics, or a related area is highly desirable.
- One year of previous work experience working with pumps, motors, and other mechanical equipment

### **LICENSE & CERTIFICATION:**

#### **Wastewater Treatment Plant Operator Trainee/I/II**

- Possession of a valid California Class C Driver's License and a safe driving record

#### **Wastewater Treatment Plant Operator Trainee**

- Must obtain a Wastewater Treatment Plant Operator-in-Training certificate issued by the SWRCB within 30 days of employment.
- Must obtain a Wastewater Treatment Plant Operator Grade I Certificate issued by the State Water Resources Control Board (SWRCB) within 18 months of hire
- Continued maintenance of a valid Operator-in-Training certificate is a condition of continuing employment.

#### **Wastewater Treatment Plant Operator I**

- Possession of a Wastewater Treatment Plant Operator Grade I certificate issued by the SWRCB at the time of appointment.
- Must obtain a Wastewater Treatment Plant Operator Grade II certificate issued by the SWRCB within 24 months of hire or from the date of obtaining a Grade I certificate.
- Continued maintenance of a valid Grade I certificate is a condition of continuing employment.

#### **Wastewater Treatment Plant Operator II**

- Possession of a Wastewater Treatment Plant Operator Grade II certificate issued by the SWRCB at the time of appointment.
- Must obtain a Wastewater Treatment Plant Operator Grade III certificate issued by the SWRCB within 48 months of hire or from the date of obtaining a Grade II certificate.
- Continued maintenance of a valid Grade II certificate is a condition of continuing employment.