



City of Watsonville

Job Description

JOB TITLE: Wastewater Treatment Plant Operator III **DATE APPROVED:**

DEPARTMENT: Public Works & Utilities **SUPERSEDES:** 2020

REPORTS TO: Wastewater Treatment Plant Operations Supervisor, other management

SUPERVISION: Technical Supervision

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

Under general supervision, performs the full range of journey-level tasks pertaining to the operation and maintenance of the City's wastewater treatment and water recycling facilities, and related Wastewater Division facilities; and may serve as the Designated Operator-In-Charge (DOIC) on an as-needed basis.

DISTINGUISHING CHARACTERISTICS

This is the full journey-level class in the Wastewater Treatment Plant Operator series. An incumbent in this class works under the direction of a higher-level supervisor or manager. At this level, an incumbent independently performs the full range of journey-level duties associated with operating and maintaining the City's wastewater treatment and recycling facilities and is fully certified and competent to serve as the designated Operator-In-Charge (DOIC) on an occasional basis. To qualify for this class, applicants must possess a Wastewater Treatment Plant Operator Grade III 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 II because incumbents in the latter class must possess a Grade II certificate and generally perform less complex plant operations and maintenance activities with a greater amount of direct supervision. This class can also be distinguished from the higher-level class of Lead Operator because an incumbent in the latter class serves as a regular shift supervisor on an ongoing basis and serves as a lead worker over subordinate employees, and must possess an SWRCB Grade IV certificate.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Perform the full range of journey-level duties pertaining to monitoring, operating, and adjusting controls at the City's wastewater treatment and recycling facilities, and related Wastewater Division facilities.
- Act as and perform the duties of the Designated Operator-In-Charge (DOIC) on an occasional

basis as needed in accordance with State regulations.

- Must be available to work overtime and off-shift hours, including weekends, and/or holidays. Must be available to work standby and be on call. Must be able to respond to the facility within one hour of being called.
- Operates and monitors a wide variety of wastewater and water recycling treatment processes that use equipment such as valves, controllers, pumps, compressors, meters, cogeneration, solids dewatering, chemical feed systems, anaerobic digesters, clarifiers, coagulation/flocculation/sedimentation, disk filtration, and UV disinfection
- Empowers lower-level operations staff to be creative problem solvers
- Seeks out and requests resources and techniques to effectively supervise Wastewater Operators I/II to encourage the use of appropriate initiative, and sound decision-making towards becoming more skilled in the safe and effective operations of wastewater, and water recycling treatment processes
- Offering creativity and extending flexibility in solving problems and accomplishing the Wastewater Division's goals and objectives
- Recommends improvement to procedures and equipment, and assists the Wastewater Operations Supervisor with identifying, operations related capital improvement projects or equipment
- Conducts general information public tours of the wastewater and water recycling facilities
- Proficient at using SCADA to monitor, control, troubleshoot, and generate operational reports for both wastewater and water recycling systems
- Regulates pressures and flow rates
- Reads and accurately records information taken from gauges, dials, and other instruments
- Performs operational and minor preventative maintenance on plant equipment; cleans, lubricates, and adjusts plant equipment and machinery
- Collects and analyzes water samples in a safe and proper manner as assigned
- Responds to alarms and changes in processes
- Maintains detailed and accurate operations and maintenance records
- Makes complex operational adjustments based on laboratory analyses, trending, recorded data, and interpretation of gauges and recording devices
- Leads by example and promotes and maintains safety in the workplace
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- General principles and practices of wastewater treatment plant and water recycling operations.
- Repair, maintenance, and adjustment procedures for wastewater treatment plant equipment.
- State and Federal standards and requirements related to wastewater treatment plant operation and maintenance.
- Safe work practices.
- Principles of mathematics, including algebra and geometry.

- Basic principles of hydraulics.
- Methods of effective interpersonal communication laboratory principles and practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as email, calendar, word processing, spreadsheets, and databases.

Ability to:

- Conduct work and plant safety programs.
- Perform complex and skilled operation and preventative maintenance functions related to wastewater treatment plant equipment.
- Actively listen and assist the Operations Supervisor in problem resolution and process improvement.
- Actively listen and provide coaching, and guidance appropriate to lower-level operations staff.
- Provide supervision to operations interns and/or volunteers as required.
- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make complex operational adjustments based on recorded data.
- Maintain and update logs, records, and charts.
- Enter operational data into the computer as required.
- Interact effectively with outside agencies and the public.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Perform various wastewater laboratory analyses.
- Carry a pager and/or cell phone and/or laptop computer.
- Work shifts, holidays, and weekends.
- Work in confined spaces and/or respond in an emergency
- Be able to respond to after-hours emergencies within a reasonable response time not to exceed one hour under normal traffic conditions.

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, and influents.
- Drive an automobile.
- Climb stairs and ladders.
- 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.

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:

- One year of work experience comparable to that of a Wastewater Operator II with the City of Watsonville.
- 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.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Possession at the time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.
- A Grade III Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board.
- Continued maintenance of a valid Grade III certificate is a condition of continuing employment.