



Wastewater Treatment Plant Operator I Wastewater Treatment Plant Operator II

Purpose of the role:

Under supervision (Wastewater Treatment Plant Operator I) or general supervision (Wastewater Plant Operator II), monitors wastewater treatment plant processes; performs routine laboratory tests and a variety of semi-skilled and skilled tasks, including making repairs and adjustments to equipment in the operation and maintenance of a wastewater treatment plant; and performs related duties as assigned.

Distinguishing Characteristics:

Wastewater Treatment Plant Operator I – This is the entry level class in the Wastewater Plant Operator series. This class is distinguished from the lower level class of Wastewater Treatment Plant Operator Trainee in that incumbents have completed an on-the-job training program and possess a State of California Wastewater Treatment Grade I Certificate. Positions at this level assist in and learn the full range of skilled treatment plant operations and maintenance tasks. This class is alternately staffed with Wastewater Treatment Plant Operator II, and advancement to the II level is based on demonstrated proficiency in performing the full range of wastewater treatment plant operator duties and obtaining a Grade II certificate, and is at the discretion of higher level supervisory or management staff.

Wastewater Treatment Plant Operator II – This is the full journey level class within the Wastewater Plant Operator series. Employees within this class are distinguished from the Wastewater Plant Operator I by the performance of the full range of skilled treatment plant operations and maintenance tasks. Advancement to the II level is based on management judgment and obtaining a State of California Wastewater Treatment Grade II Certificate. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this series are alternatively staffed and may be filled by advancement from the I level, or when filled from the outside, require prior experience and appropriate certifications.

Essential Duties and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Monitors and maintains plant treatment processes within designated parameters; reads plant equipment gauges, dials, graphs, computer screens, meters, SCADA systems and other instrumentation.
- Operates, checks and maintains equipment such as pumps, valves, motors, blowers, and electric and mechanical drive units to ensure proper operation.

- Takes wastewater and biosolids samples; performs daily and weekly laboratory tests and analyses to determine compliance with state and federal regulations and to maintain process control parameters.
- Alters or adjusts chemical treatment of the plant as necessary; monitors bactis, ammonia, nitrite and nitrate levels; monitors air rates.
- Oils, greases and cleans equipment; refurbishes equipment and structures.
- Maintains logs and other records and prepares reports.
- Operates motorized equipment such as front-end loaders, backhoes, hydro vacuum truck and dump trucks; performs heavy manual labor and grounds maintenance work.
- May assist with the field supervision and training of new personnel.
- Responds to after-hour alarms as assigned.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Methods of treatment processes used in a Class V wastewater treatment plant.
- Principles, practices, methods and procedures for operation of a wastewater treatment plant.
- Operating principles of plant equipment such as valves, pumps, and motors.
- Methods and techniques of reading and interpreting gauges, recording devices, and related system monitors.
- Administrative requirements and procedures used in operation of a wastewater treatment plant.
- Water chemistry, bacteriology and hydraulics.
- Wastewater and biosolids sampling methods and techniques.
- Tools, equipment, and procedures used in the operation and maintenance of wastewater treatment plant facilities.
- Methods and techniques of conducting laboratory tests and procedures related to wastewater treatment analysis.
- Maintenance and operation of equipment commonly found in a wastewater treatment plant.
- Principles and practices of record keeping and reporting.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local laws, codes, and safety regulations.

Ability to:

- Operate and maintain a variety of wastewater treatment plant equipment and facilities.
- Monitor and maintain plant processes at an optimal and cost effective level.

- Perform computer calculations as necessary to determine operations parameters.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Conduct laboratory tests and analyses.
- Read and interpret gauges and recording devices monitoring plant operations.
- Operate motorized equipment used in plant maintenance and operation.
- Train and give clear and complete work assignments to less experienced personnel.
- Prepare clear, accurate and concise technical records and reports.
- Operate office equipment including computers and supporting software applications.
- Maintain records and files.
- Work under steady pressure with frequent interruptions.
- Learn and apply new information or new skills.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Results Oriented
- Customer-Focused
- Accountable
- Problem Solver and Decision Maker
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Wastewater Treatment Plant Operator I

**Education and
Experience
Guidelines:**

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized training in wastewater treatment plant operations.

Experience:

One year of experience in the operation and maintenance of a wastewater treatment facility.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required. Certain positions may require a Class B license.

State of California Wastewater Treatment Grade I Certificate.

C.P.R Training, Forklift License, First Aid Training, S.C.B.A. Training.

Wastewater Treatment Plant Operator II

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized training in wastewater treatment plant operations.

Experience:

Two years of increasingly responsible experience in the operation of wastewater treatment facilities at a level comparable to a Wastewater Treatment Plant Operator I with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required. Certain positions may require a Class B license.

State of California Wastewater Treatment Grade II Certificate.

C.P.R Training, Forklift License, First Aid Training, S.C.B.A. Training.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to perform heavy manual labor; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry and push tools, equipment and supplies weighing 25 pounds or more; climb ladders, use power and noise producing tools and equipment, and drive motorized vehicles and heavy equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Wastewater treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents may be required to work evenings, nights, and weekends.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: