

## ACWA/JPIA MODEL JOB DESCRIPTION

District Name: GEORGETOWN DIVIDE PUD

REVISED July 2023

### TITLE: WATER TREATMENT PLANT OPERATOR II

Employee Name:

Reports to: WTPO LEAD

Grade:

Salary Range:

Status: Non-Exempt

Date:

Department: Water Operations/Waste Water Operations

Other:

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#### Definition/Summary

Positions in the Water Treatment Plant Operator II classification are responsible for performing water treatment plant operations, wastewater assignments, and distribution system maintenance work. Under close supervision from appropriate department, positions maintain, repair, and modify equipment used in the treatment and purification of water; operate, maintain, inspect, and respond to emergencies in the district's wastewater system; and perform distribution system maintenance, installation, and repair assignments.

#### Essential Functions

- Performs a variety of maintenance assignments at district water treatment plants, pumping plants, distribution system, wastewater system, and associated facilities.
- Learns to operate automatic and manually controlled equipment, motors, and pumps used in the treatment, distribution, or collection of water.
- Learns to regulate and control the amount of chemicals used to maintain specified water treatment requirements.
- Learns to take samples at established times, perform standardized quality control tests, and adjust chemical feeders and other equipment according to results.
- Learns to make meter and chart readings, interpreting information to determine the proper operation of treatment equipment and water conditions.
- Learns to make regular assessments of water flow, turbidity, pressure, chemical use, residuals, temperatures, and other pertinent data to maintain proper plant operating conditions.
- Record, track and troubleshoot daily activities and plant operations using electronically controlled equipment.
- Responds to customer complaints regarding low pressure, high pressure, and water quality.
- Shuts services off, seals services, and/or removes meters, as directed.
- Collects water quality samples and may perform laboratory testing.
- Shuts down main lines during regular operations and in emergencies.
- Distributes customer notices and regularly responds directly to customers regarding water and wastewater issues and concerns.

- The position requires on-call duty, overtime, and the ability to respond to situations with the treatment plants, wastewater systems and assist with distribution system emergencies.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs other duties as assigned.

### **Typical Physical Activities**

- Operates District vehicles in operating and monitoring water and wastewater systems.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing in excess of 100 pounds.
- Stoops, kneels, crouches, crawls, and climbs during plant and field work.
- Works in an environment with exposure to wastewater, rain, snow, dust, dirt, cold swift flowing water, chemicals, rodents, and significant temperature changes.
- Typical physical activities necessary to operate a water treatment plant.
- Inspects, maintains, and repairs wastewater collection lines, pump stations, a community disposal system and onsite wastewater disposal systems.
- Communicates orally and in writing with District staff and the public in face-to-face, one-to-one settings and large groups.
- Regularly uses office equipment such as computer terminals, copiers, and telephones.
- Stands and walks for extended time periods on concrete or in very rough, uneven terrain.
- Hearing and vision within normal ranges with or without correction.

### **Environmental Factors**

- Works in an outdoor environment with extended exposure to the sun, heat, rain, wind, snow, cold, high humidity, water, wastewater, dust, dirt, mud, chemicals, and significant temperature changes. Works indoors in an industrial environment.
- Works above ground level on ladders or other surfaces.
- Works in an environment with unusually loud equipment and sounds.
- Works on and around areas with unusually slippery surfaces.
- Regularly exposed to oil, grease, and chemicals.
- Regularly experience extended work hours and on-call duties.
- Exposure to wastewater requires current tetanus-diphtheria immunizations. The Center for Disease Control recommendation does not support hepatitis A or B vaccination for sewage workers.

### **Desirable Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

**License Certificate Registration Requirement**

- Must possess a minimum of a California Class C driver’s license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.
  - High School diploma or equivalent.
  - Must possess a minimum of a T2 Water Treatment Plant Operator Certificate and a D2 Distribution Operator Certificate issued by the California Department of Public Health.
  - Must obtain training necessary to inspect, operate and respond to emergencies within the wastewater system within one year.
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**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature

Date

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Supervisor Signature

Date

***The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***