



CITY OF WHEATLAND

CITY COUNCIL MEETING STAFF REPORT

October 27, 2020

SUBJECT: Updated Job Description for Water/Wastewater Operator

PREPARED BY: Dale Klever, Public Works Director

Recommendation

Staff recommends that City Council approves this update to Water/Wastewater Operator job description in preparation to fill an open position.

Background/Discussion

The last update was in 2006 and this update will better reflect the current job requirements.

Alternatives

The job description could be left untouched or reviewed by others for further modification.

Fiscal Impact

None

Attachments

Job Description for City of Wheatland Water/Wastewater Operator

**CITY OF WHEATLAND
JOB DESCRIPTION**

**CLASSIFICATION SPECIFICATION
WATER/WASTEWATER OPERATOR**

DEFINITION

Under general supervision, performs a variety of skilled and semi-skilled tasks and duties in the operation and maintenance of the City's water and wastewater systems on an assigned shift; and perform a variety of other duties in areas of responsibility as assigned.

SUPERVISION

Works under general supervision of Public Works Supervisor and Chief Plant Operator, and may act as site supervisor when working as Operator-On-Duty and management personnel are not present.

QUALIFICATIONS

Education:

- 1) High School Diploma or equivalent and
- 2) Qualifying education in water or wastewater sciences and mathematics

Experience:

- 1) Experience as an operator in a water or wastewater system and
- 2) Experience in maintenance and/or construction is preferred

Knowledge of:

- Operations and maintenance requirements and activities of a water and wastewater systems.
- Federal, State and Local codes, laws, regulations, and requirements in water/wastewater field
- Methods and safe procedures of sampling and laboratory testing for water and wastewater
- Safe work practices within water/wastewater environment; chemical, electrical, traffic, etc.

Ability to:

Accurately read and record data presented on dials, gauges, graphs, and other visual devices.

Make treatment process decisions consistent with certification requirements.

Troubleshoot, diagnose, and resolve plant mechanical, electronic and electrical equipment problems.

Safely operate and maintain equipment, tools, vehicles, instruments, and controls.

Maintain treatment plant files, logs, and records for compliance with regulations and efficiency.

Prioritize work tasks effectively to meet deadlines and increase efficiency and productivity.

Communicate effectively verbally and in writing at a level needed for job instruction and performance.

Establish and maintain effective working relations with City staff, outside agencies, and the public.

Maintain physical condition to perform the assigned duties, tasks and fulfill job responsibilities.

Licenses/Certificates:

Possession of a valid California Driver's License and

Possession of a valid California Wastewater Treatment Plant Operator Certification and

Possession of a California Water D or T Operator Certification (or the ability to attain one within a year)

Physical Requirements:- Work is performed in an industrial environment, indoor and outside, exposed to conditions that are wet, dusty, noisy, near moving equipment, in fumes and particles, around sewage and electrical equipment. This position requires a working ability toward:

- 1) Vision: constant overall vision; frequent reading and close-up work; some color and depth vision.
- 2) Mobility; frequent walking and standing; bending, climbing, squatting, and some manual labor.
- 3) Lifting: frequent lifting/moving up to 50 pounds; occasional lifting/moving up to 100 pounds.
- 4) Dexterity: frequent writing, grasping, holding, pushing, turning, typing, and some reaching.
- 5) Hearing/ Talking: frequent hearing and talking, in person and on the phone.
- 6) Smell: ability to detect septic conditions, electrical arcing/over-heating, and chemical fumes.
- 7) Environmental: frequent exposure to loud noise, industrial chemicals, equipment vibration, dust, fumes, and other environmental substances; may work in confined spaces, at heights, uneven or slippery surfaces.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed:

1. Operate and maintain water and wastewater systems in compliance with all requirements.
2. Read, record, and interpret gauges, meters, graphs, and other instruments to determine systems operations; adjust controls for pumps, feeders and equipment for compliance and efficiency.
3. Operate all equipment, including vehicles, mobile and stationary machines, equipment and devices, computer controls, telemetry, chemical control, alarms, instruments, and analyzers.
4. Maintain data and logs of conditions and activities, and write procedures and reports as needed.
5. Collect required samples and ensure required samples are delivered to analytical labs or tested by field analysis to determine process conditions, then perform necessary process adjustments.
6. Complete and record all maintenance at facilities; troubleshoot and report needed maintenance.
7. Safely handle and adjust equipment, chemicals, and instruments necessary for systems operation.
8. Log, monitor and report all visitors, contractors, and other persons within City facilities.
9. Perform emergency operations and maintenance, plus work overtime or weekends, as required.
10. Perform required labor involved in construction and maintenance, as part of a crew, as needed.
11. Mark and locate pipelines and appurtenances prior to excavations for construction and repairs.
12. Respond to customer complaints, leaks, water shut-off's, meter reads, and sewer stoppages.
13. Perform other duties and tasks as assigned.

(Any omissions of specific statements above shall not exclude them from the position, as requirements are subject to needs of the employer and ever-changing federal, state, and local regulations, laws, and codes.)