

Santa Nella County Water District

**WASTEWATER TREATMENT OPERATOR**

**POSITION SUMMARY**

Under direct supervision of the Chief Operator operates, monitors, maintains and repairs the wastewater treatment plant and sewer collection system.

**EMPLOYMENT CLASSIFICATION**

Classification: Non-Exempt  
Position: At-Will  
Responsible to: General Manager  
Supervision Level: Reports daily to Chief Operator  
Certification: Minimum Grade T-1 in wastewater treatment  
Pay grade: Hourly plus overtime, call-duty pay if certified minimum T-1 in water treatment, certification pay  
Benefits: Retirement, health benefits, vacation, sick leave, paid holidays

**JOB DESCRIPTION**

Operates and maintains all necessary wastewater treatment and sewer collection system equipment for maintaining, treating, and discharging treated effluent to land disposal or other treated effluent disposal practice as permitted. Maintains plant operation and lift stations through the use of automatic equipment operations or manual adjustments. Performs cleaning and disposal of headwork screenings; operation of pumps, sewer line cleaning equipment, valves, lift stations and other equipment. Collects samples and conducts lab analysis. Performs treated effluent disposal operation including but not limited to the District owned pasture. Maintains records, including a log of all daily events. Complies with regulatory requirements as mandated by the California Regional Water Quality Control Board (CRWQCB), the State Water Resources Control Board (SWRCB), and other wastewater regulators. Observes and complies with all District safety rules; attends safety training as conducted by the Chief Operator. Works after hours as call-duty operator, only if certified as Water Treatment Grade 1, including but not limited to weekdays, weekends, and holidays. May be required to assist in water and wastewater emergencies.

**PRINCIPAL DUTIES**

Shall perform the following duties including but not limited to:

- daily - check operations and collection system
- check lift stations
- operate pumps
- clean and dispose of headwork screenings
- maintain weed control around ponds
- maintain plant and office grounds
- operate effluent disposal
- maintain daily logs
- read meters

- housekeeping
- collect and analyze daily samples
- collect regulatory bi-monthly samples
- respond to all work orders and USA tags
- conduct field repairs
- any other duties or tasks as assigned

Weekend/Holiday Duty

Shall be available to check the water treatment plant and sewer lift stations on Saturday, Sunday and holidays.

Shall be compensated for checking the water treatment plant and sewer lift stations on Saturday, Sunday and holidays by receiving three hours, per day, at regular rate of pay, pursuant to Department of Industrial Relations, Wage Order #4, section 1, sub-section B, overtime exemption for public agencies [special district]. In the event the operator must work more than three hours due to an unforeseen occurrence while performing Weekend/Holiday duty, the operator will be compensated with overtime pay at one and one-half (1/2) times the regular rate of pay for hours actually worked, after the three hour compensation.

After-Hours Call Duty

Call-duty is defined as work performed outside Weekend/Holiday Duty or outside the regular duty schedule, which is Monday through Friday, 8:00 am to 4:00 pm.

Shall respond, without delay, to any calls received that, without immediate attention, pose a risk to public health, and/or the safety of the District, its assets, and/or employees. Shall immediately notify the Chief Operator and then respond as directed.

Shall be compensated for actual hours worked outside regular duty schedule and Weekend/Holiday Duty, where the operator must respond to ensure the integrity of the system. Shall be compensated with overtime pay at one and one-half (1 1/2) times the regular rate of pay for hours actually worked, pursuant to Department of Industrial Relations, Wage Order #4, section 2, sub-section D, emergency call-outs only.

Weekend/Holiday Duty and After-Hours Call Duty pay is non-pensionable income.

**KNOWLEDGE AND ABILITIES**

Must maintain:

- knowledge of conventional activated sludge or pond system wastewater treatment facilities and equipment
- knowledge of sewer collection systems, operation and equipment
- ability to operate sewer line cleaning equipment
- ability to use landscape tools such as mowers, weed eater, and pruning shears
- ability to apply weed killing chemicals
- ability to read numbers on a meter

- knowledge of safety rules and regulations
- basic knowledge of electrical and mechanical equipment including tractor
- ability to use hand tools
- ability to perform manual labor
- knowledge of basic laboratory practices and sampling techniques
- knowledge of preventative maintenance procedures
- ability to assess operational needs, notify the Chief Operator, and be prepared to take direction for appropriate action
- ability to follow oral and written instructions
- ability to work cooperatively and communicate effectively with the Chief Operator, the General Manager, co-workers, customers, vendors, consultants, and regulatory agencies

## **QUALIFICATIONS**

High School Diploma or General Education Diploma.

One year experience at a conventional activated sludge plant or pond system wastewater treatment plant with certification in Wastewater Treatment Grade 1 or higher.

Certification in collection system is desirable.

Basic working knowledge of computers, including software application of Microsoft Excel, Word and Outlook, or other applications in use, including software used by regulatory agencies and Internet Search Engines.

Must maintain a valid State of California driver's license.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Must possess ability to perform plant and field operations during regular duty and in emergencies; ability to work in plant facilities and outdoors in varying temperatures and weather conditions; some assignments may be performed in a shop or office; frequently stand, walk, stoop; kneel and crouch; must possess normal manual dexterity and eye-hand coordination; ability to lift objects, including heavy equipment and supplies; perform duties assigned while wearing safety gear (respirator equipment, ear plugs, hard hat, safety glasses, safety vest); ability to use and to interact with employees that are using hand and power equipment, testing equipment, system monitoring, maintenance, adjustments and operations; exposure to hazardous materials, smoke, gasses and fumes; exposure to hazards such as moving machine parts and electrical current; must possess safe work practices and procedures.

Must be able to sit at a computer; talk on the telephone, while writing information or taking notes; stand to work with customers, vendors, employees, and others, as needed; twist upper body to use plant and field equipment, office equipment and relocate shelved materials; stand, stoop, crouch, kneel or squat to retrieve materials on low shelves; walk to deliver or retrieve materials at the plant, in the field or at the administrative office.

Must possess customer service skills with proper customer service etiquette, and ability to operate cell phone or other communication equipment for communication purposes; ability to use a computer for

data entry and to generate correspondence, reports, emails, and any other written document; ability to use pens and pencils to write and record data; possess multi-task skills such as listening for telephone, listening to customers in the field while taking notes; and work under general plant noise of operating machinery.

Must possess ability to read and comprehend written and oral instructions; ability to conduct research on the internet; ability to use various hand tools and plant equipment, and office equipment including but not limited to printer, copier, and fax machine; ability to instruct in the educational and safety programs of the organization; drive to perform field duties, run errands, purchase/pick up supplies and respond to emergencies.

**DISCLAIMER**

The Santa Nella County Water District reserves the right to modify job duties at any time and the job description is not designed to cover every responsibility required of the employee.

This job description is adopted by the Board of Directors of the Santa Nella County Water District on the 13th day of September 2012 by the following vote:

AYES: *Hallinan, Silvas, DiConza, Imor, Landry*  
NOES:  
ABSTAIN:  
ABSENT:

*Thomas W. Hallinan*  
\_\_\_\_\_  
Thomas Hallinan, President

Attest:

*Amy Montgomery*  
\_\_\_\_\_  
Amy Montgomery, Secretary-Manager