



Water Treatment Operator I

Department/Division:	Operations/Treatment
Reports To:	Chief Water Systems Operator - Treatment
Provides Direction To:	None
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general supervision, to perform daily activities related to the safe operation and maintenance of District equipment and facilities for sourcing, treatment and the distribution of drinking water to its service areas. Participates in the daily operations of the District's water treatment plants.

DISTINGUISHING CHARACTERISTICS

This is the first working level in the Water Treatment Operator classification series with incumbents performing standard water treatment activities required for the safe and effective operations of the District's water treatment plants. Incumbents perform a variety of duties such as preventative maintenance of treatment facilities, water quality testing, record-keeping and other related duties. The Water Treatment Operator I is distinguished from the Water Treatment Operator II in that the Water Treatment Operator I requires a lower level of certification and performs a more limited range of less complex or specialized work tasks under closer supervision.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Makes rounds of treatment facilities several times during an assigned shift to check monitor and inspect plant operations; reviews and documents readings, feed rates, water storage levels, and other operational information displayed on gauges, dials, graphs, and other instrumentation; performs and records related mathematical calculations.
- Monitors systems; controlling valves for emergency and scheduled shutdowns; troubleshoots, diagnose and reports problems to appropriate personnel.
- Assists in ensuring that buildings and grounds are maintained in a clean and orderly manner.
- Participates in the preventative maintenance work for the Water Treatment Facilities and related equipment.
- Participates in the inspection, operation, and maintenance of a variety of equipment; makes operating adjustments as needed.
- Participates in taking, testing, and recording regular water samples; assists with special water quality testing.

- Mixes and adds treatment chemicals; ensures adequate chemical dosing according to regulations and guidelines.
- Maintains and operates disinfection equipment and make chemical adjustments as necessary; responds to all chlorine alarms as a member of the District's Emergency Response Team.
- Checks, and records meters and other gauges; adjusts and calibrates instruments; takes and logs a variety of readings.
- Performs a variety of construction and maintenance of all equipment at the Water Filtration Treatment Plant.
- Accounts for materials and equipment, including receiving chemical shipments, monitoring unloading process, maintaining chemical and water treatment supply inventory, and testing shipments for compliance to standards; checks chemical alarms and feed systems for leaks.
- Prepares and reviews all related reports; maintains historical reports and water quality results in an organized manner.
- Assists in the review of plans, specifications, and regulatory requirements.
- May assist in the preparation of the District's Consumer Confidence Report.
- Records findings, prepares reports, and maintains logs.
- Performs a variety of skilled and semi-skilled water system repairs and maintenance, as needed or assigned.
- Cross-trains in other department job duties.
- Maintains assigned District vehicle including servicing and periodic safety checks.
- District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs and respond as a Disaster Emergency Service Worker.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Water distribution and treatment procedures, equipment, materials and tools.
- Principles and practices of water production systems and water treatment plant operation and infrastructure.
- State, Local and District laws, rules, regulations, policies and procedures related to water production service, treatment, repairs and distribution, including California Code of Regulations Title 22.
- Automatic control valves, system analyzers and their maintenance.
- Natural sciences as related to water treatment.
- Advanced mathematics.
- Calculations required to make optimal chemical feed adjustments.
- Laboratory analysis techniques and health standards for potable and raw water.
- Methods and precautions used in the storage and handling of chemicals and other hazardous materials.
- The use of Supervisory Control and Data Acquisition (SCADA) system, and Geographic Information Systems (GIS).
- Modern office procedures, methods, and equipment, including computers.

- Sampling methods and techniques.
- Basic recordkeeping
- Safe work practices.

Ability to:

- Inspect, operate, and maintain a variety of water treatment facilities and related infrastructure.
- Collect samples and conduct accurate physical and chemical tests of water.
- Perform chlorinating and flushing to reach the proper residuals in the distribution system.
- Compile, evaluate and analyze operational data and perform appropriate actions.
- Maintain accurate and complete records.
- Diagnose operating problems and take effective courses of action.
- Utilize a variety of tools and equipment in the operation and maintenance of water treatment facilities and related infrastructure.
- Accurately read meters, gauges, valve books, blueprints, schematic drawings, maps, specifications, wiring and pneumatic diagrams.
- Learn to operate the District's SCADA system.
- Prepare technical reports.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: High School diploma or equivalent.

And

Experience: One (1) year experience equivalent to Water Distribution Operator I.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of SWRCB Certification as a Grade 1 Water Distribution Systems Operator.

Possession of SWRCB Certification as a Grade 1 Water Treatment Systems Operator.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; talk and hear. The incumbent is frequently required to walk and to reach with hands and arms. The employee is frequently required to sit, climb or balance and stoop, kneel, crouch or crawl. The incumbent must regularly

lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work involves exposure to potential harm, infectious disease and hazardous chemicals including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.