

FLORIN RESOURCE CONSERVATION DISTRICT/
ELK GROVE WATER DISTRICT
CLASS SPECIFICATION

*FRCD/EGWD is an equal opportunity employer.
Employment is at-will.*

POSITION:	Water Treatment Operator I/II/III
DEPARTMENT/DIVISION:	Operations
DIRECTLY REPORTS TO:	Water Treatment Supervisor
FLSA:	Non-exempt
DIRECTLY SUPERVISES:	N/A

Job Definition

Classifications in this series perform the full range of assigned duties in the operation, maintenance, and repair of water treatment facility systems. The Treatment Department is responsible for a variety of tasks, such as maintaining water pumps, equipment, and facilities, collecting samples, performing lab testing and other routine plant operations associated with managing a system that treats and distributes water to Elk Grove Water District (EGWD) customers.

Distinguishing Characteristics

Water Treatment Operator I This is the first certified level in the Water Treatment Operator series. Employees at this level are fully aware of the operating procedures and policies within the work unit. Receives general supervision from the Water Treatment Supervisor.

Water Treatment Operator II This is the second certified level in the Water Treatment Operator series. Employees at this level receive relatively less instruction or assistance than the Water Treatment Operator I position and are fully aware of the operating procedures and policies within the work unit. Positions in this class are normally filled by advancement from the I level once the individual meets the qualifications and performance standards of the II level, demonstrates an ability to perform all facets of the position, and meets any other assessment requirements to move to the II level. Receives general supervision from the Water Treatment Supervisor.

Water Treatment Operator III This is the third certified level in the Water Treatment Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties. Individuals in this position perform the most difficult and responsible types of duties assigned to classes within this series and are required to be fully trained in all procedures related to assigned areas of responsibility. Receives minimal supervision from the Water Treatment Supervisor.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Monitors and acknowledges Supervisory Control and Data Acquisition (SCADA) computer equipment for the flow of water treatment processes through the treatment plant and water distribution system.
- Monitors gauges/meters and records meter readings; maintains shift log.
- Collects water quality samples for laboratory testing.

- Responds to customer complaints regarding low pressure, high pressure, and water quality, when required.
- Maintains proper conduct of standardized water quality control tests; may collect water quality samples for laboratory testing.
- Operates various hand and power tools, motorized vehicles, forklift (upon certification), and other equipment as required.
- Assists with a variety of basic maintenance assignments at District water pumping plants and associated facilities.
- Operates automatic and manually controlled equipment, motors, and pumps used in the production of water.
- Assists in performing routine maintenance work.
- Observes mechanical equipment for proper working order to identify possible problems and operating difficulties.
- Performs on-call duty as needed.
- Provides backup support when on-call Operators are unable to resolve alarms.
- At the II level:
 - Conducts tail gate meetings as required.
 - Inspects mechanical equipment for proper working order and prepare/submit work orders for mechanical and/or electrical maintenance attention; performs routine maintenance work.
 - Regulates and controls the amount of chemicals used to maintain specified water treatment requirements.
 - Operates SCADA to control and monitor flow of water treatment processing chemicals through the treatment plant and water distribution system.
 - Interprets SCADA settings, alarms, and trends.
 - Take meter readings and input data into computer program.
- At the III level:
 - Monitors variations in operating conditions; interprets computer, meter, and gauge readings; checks, standardizes, and calibrates instruments, analyzers, and chemical feed pumps; starts and stops electric driven pumps and motors to control and adjust flow and treatment processes.
 - Maintains an adequate inventory of necessary parts, supplies and chemicals to ensure continuity of water production facilities operations.
 - Maintains production logs and the development of required operating reports, by delegation.
 - Schedules and leads work crews when required.
 - Provides training and direction to crews as required.

Qualifications

Water Treatment Operator I

Knowledge of:

- District policies, procedures, and standards.
- Principles of work safety.
- Water quality indicators.
- Basic equipment maintenance and repair.
- General plumbing, electrical, and construction methods.
- Water sampling and laboratory testing.
- Reading comprehension and basic mathematical computations.
- Computer operations and software such as: Cityworks, Microsoft: Word, Excel, Access, and Outlook.

Ability to:

- Work independently.
- Operate main valves properly to avoid water hammer, as necessary.
- Flushes distribution mains for water quality control.
- Distributes customer notices.
- Operate District vehicles.
- Use a telephone and email for communication with district staff, outside vendors and contractors.
- Use office equipment such as computer terminals, copiers, and facsimile machines.
- Communicate with District management, co-workers, and the public in written and oral form.

Water Treatment Operator II

In addition to the qualifications for the Water Treatment Operator I:

Knowledge of:

- Confined space laws and procedures.
- Water treatment and production equipment such as pumps, pump motors, pressure differential valves, etc.
- Water treatment system operations.
- Mathematical principals related to water measurement and distribution systems.
- Operating principals, methods, materials, and equipment used in water system installation, maintenance, construction, and repair work.
- Disinfection procedures and protocol.

Ability to:

- Set proper chemical feed rate.
- Ability to identify potential safety hazards.
- Work occasional weekend or after hours.
- Diagnose operating problems and take an effective course of action.
- Operates main line valves during emergencies.
- Maintain written records and reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate with outside vendors and contractors in written and oral form.

Water Treatment Operator III

In addition to the qualifications for the Water Treatment Operator II:

Knowledge of:

- Laws, regulations, and ordinances applicable to water treatment and distribution operations.
- Water quality compliance sampling schedule and reporting to regulatory agencies.
- Aspects of water quality, including sampling and monitoring, types of contaminants and potential adverse health impacts, aesthetic qualities (taste, odor, etc.) and applicable local, state, and federal regulations.

Ability to:

- Lead, monitor, and supervise a team to achieve project goals.
- Plan and orchestrate work.

- Lead a project with little to no supervision.
- Prioritize and manage tasks; apply critical thinking skills.
- Assess irregularities, think clearly under pressure, and take appropriate corrective action.
- Repair or replace defective parts of on-line analyzers.
- Perform in emergency situations.
- Read, analyze, interpret, understand, and implement directions.
- Directs emergency operations and repair work, when required.
- Demonstrate mechanical aptitude and use a variety of hand tools.
- Work with and around hazardous chemicals.
- Provides consultation and input for the planning and development of new District water production and treatment facilities.
- Communicate proficiently with District management, co-workers, the public, outside vendors and contractors in written and oral form.

Physical Requirements

- Carry, push, reach, and lift equipment and parts weighing up to 90 pounds.
- Stoop, kneel, crouch, crawl, and climb during field maintenance and repair work.
- Regularly work in an outdoor environment, with exposure to dust, dirt including adverse weather conditions.
- Walk on uneven terrain.
- Climb to various heights.
- Enter confined spaces.
- Sit for extended periods of time.
- Hear and see within normal ranges.

Required Certifications and Licenses

Possession of a valid Class C Driver's License; and

Water Treatment Operator I

- Possession of State of California Water Treatment Operators certificate T1.
- Possession of State of California Water Distribution Operators certificate D1.

Water Treatment Operator II

- Possession of State of California Water Treatment Operators certificate T2.
- Possession of State of California Water Distribution Operators certificate D2.

Water Treatment Operator III

- Possession of State of California Water Treatment Operators certificate T3.
- Possession of State of California Water Distribution Operators certificate D2.

Required Education and Experience

Water Treatment Operator I

Possession of a high school diploma or equivalent. One (1) year of experience with EGWD, classified as an Operator in Training; or One (1) year of increasingly responsible work experience in the operation, maintenance, and repair of water distribution/treatment facility systems.

Water Treatment Operator II

Possession of a high school diploma or equivalent. Two (2) years of experience with EGWD, classified as a Water Treatment Operator I or Water Distribution Operator I; or Two (2) years of increasingly responsible work experience in the operation, maintenance, and repair of water distribution/treatment facility systems.

Water Treatment Operator III

Possession of a high school diploma or equivalent. Three (3) years of experience with EGWD or Three (3) years of increasingly responsible work experience in the operation, maintenance, and repair of water distribution/treatment facility systems.