

CITY OF MADERA

WATER QUALITY SPECIALIST I

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under immediate supervision, performs routine and less complex, unskilled and semi-skilled tasks and duties assigned to classes within the Water Quality Specialist series; learns policies, procedures and work methods associated with assigned duties in the Water division; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Water Quality Specialist I** is the entry level classification within the Water Quality Specialist series, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next higher classification of Water Quality Specialist II by the performance of less complex, unskilled and semi-skilled tasks.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from a Public Works Operations Manager. Incumbents of this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs domestic water system quality assurance and operation functions; inspects, installs, services and repairs backflow, cross-connection and other water delivery controls; performs backflow prevention, cross-connection control assurance and testing.
- Constructs, maintains, repairs and inspects water production wells and facilities, water mains and lines; operates water systems quality assurance and operations equipment and other tools; inspects and tests water, controls and water system tools and equipment for safety and mechanical defects; assists in installation and repair of water service connections and meters.
- Collects data; operates a computer to enter data, manage files, prepare, maintain and update records, logs and reports; recognizes occupational hazards and follows safety precaution procedures; insures quality assurance programs, testing and analysis is conducted within safety standards established by Federal, State and local laws, ordinances and regulations.
- Follows instructions, reads and interprets technical drawings and literature; responds to questions and concerns from the general public; provides information as is appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public; respond to questions and concerns from the public, representatives of community groups, state/local agencies, and City management.

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WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, stooping crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Water Quality Specialist I**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in water systems construction, maintenance, including backflow prevention device general testing and cross-connection controls, or related work; possession of a high school diploma or equivalent supplemented with appropriate coursework in environmental health, public health and biological science, or a related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license at time of appointment. Possession of a State Department of Health Services Water Treatment Operator Grade I Certificate, an American Water Works Association Backflow Prevention Device General Testers Certificate and an American Cross-Connection Control Program Specialist Certificate.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Modern principles, practices and techniques of water system quality assurance and operation functions; testing methods, and procedures, including qualitative and quantitative analysis; applicable federal, state and local laws governing domestic water quality monitoring and control; principles and practices of water supply and distribution; occupational hazards and standard safety practices; cost, time and material estimating; characteristics and problems involved with back-flow prevention and cross-connection control programs; principles and practices of bacteriological and sampling techniques and mathematical analysis; laboratory safety standards and programs; occupational hazards and standard safety practices; methods and techniques for basic report preparation and writing; methods and techniques for record keeping.

Ability to:

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Plan, organize and coordinate a variety of water quality laboratory testing and analysis, including chemical and bacteriological laboratory tests; analyze laboratory tests and make recommendations regarding plant operations, corrective and preventive measures; read and interrupt plant operations equipment; perform on-site laboratory tests; maintain accurate and updated logs, records and reports; prepare and submit comprehensive and mandated reports; perform plant operation and maintenance assignments; represent the City's water functions with other government agencies and community groups; establish and maintain cooperative working relationships.

Skill to:

Safely and effectively operate and calibrate a variety of maintenance and water quality testing equipment, tools and materials.

CITY OF MADERA
WATER QUALITY SPECIALIST II

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DEFINITION:

Under general supervision, performs routine and complex, skilled tasks and duties assigned to classes within the Water Quality Specialist series; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties in the Water division; provides functional direction to subordinate staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Water Quality Specialist II** is the journey level class within the Water Quality Specialist series, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next lower classification of Water Quality Specialist I by providing direction and training to subordinate staff and temporary employees.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from a Public Works Operations Manager. Exercises functional and technical supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs domestic water system quality assurance and operation functions; inspects, installs, services and repairs backflow, cross-connection and other water delivery controls; performs backflow prevention, cross-connection control assurance and testing; oversees the City Cross-Connection Program.
- Operates water systems, equipment and other tools; provides quality assurance; orders backflow devices and other equipment; inspects and tests water, controls and water system tools and equipment for safety and mechanical defects; installs and repairs water service connections and meters.
- Collects data; operates a computer to enter data; prepare, maintain and update records, logs and reports; recognizes occupational hazards and follows safety precaution procedures; insures quality assurance programs, testing and analysis is conducted within safety standards established by Federal, State and local laws, ordinances and regulations.
- Follows instructions; reads, interprets and provides direction from technical drawings and federal, state, local and municipal laws and regulations; responds to questions and concerns from the general public; provides information as is appropriate.
- Provides direction and training to subordinate staff and temporary employees; and conducts safety meetings.

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- Performs surveys for the cross-connection program.
- Adjusts and performs water production analysis.
- Coordinates adjustments and repairs of S.C.A.D.A. with the manufacturer.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public; reviews and processes applications and business licenses; responds to questions and concerns from the public, representatives of community groups, state/local agencies, and City management.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, stooping crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Water Quality Specialist II**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of experience in water systems construction, maintenance, including backflow prevention device general testing and cross-connection controls, or related work; possession of an AA degree supplemented with appropriate coursework in environmental health, public health and biological science, or a related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license at time of appointment. Possession of a State Department of Health Services Water Treatment Operator Grade II Certificate, an American Water Works Association Backflow Prevention Device General Testers Certificate and an American Cross-Connection Control Program Specialist Certificate.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Modern principles, practices and techniques of water system quality assurance and operation

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functions; S.C.A.D.A. operating systems; testing methods, and procedures, including qualitative and quantitative analysis; applicable federal, state and local laws governing domestic water quality monitoring and control; principles and practices of water supply and distribution; occupational hazards and standard safety practices; design, cost, time and material estimating; characteristics and problems involved with back-flow prevention and cross-connection control programs; principles and practices of bacteriological and sampling techniques and mathematical analysis; laboratory safety standards and programs; occupational hazards and standard safety practices; methods and techniques for basic report preparation and writing; methods and techniques for record keeping.

Ability to:

Plan, organize and coordinate a variety of water quality laboratory testing and analysis, including chemical and bacteriological laboratory tests; analyze laboratory tests and make recommendations regarding plant operations, corrective and preventive measures; read and interrupt plant operations equipment; perform on-site laboratory tests; maintain accurate and updated logs, records and reports; prepare and submit comprehensive and mandated reports; perform plant operation and maintenance assignments; represent the City's water treatment functions with other government agencies and community groups; establish and maintain cooperative working relationships.

Skill to:

Safely and effectively operate and calibrate a variety of maintenance and water quality testing equipment, tools and materials.

CITY OF MADERA
WATER AND SEWER OPERATIONS MANAGER

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DEFINITION:

Under direction, supervises, evaluates and participates in the work of crews responsible for construction, repair and maintenance work in Water Distribution, Sewer Collections and Water Quality Divisions; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned work crews; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Water and Sewer Operations Manager** is the management level class with Public Works responsible for assigning and supervising the work crews engaged in construction, repair and maintenance of the City's water and sewer systems within the Public Works Department, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next higher classification of Public Works Operations Director by the latter's performance of overall management responsibilities of the Public Works Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Public Works Operations Director. Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, coordinates, prioritizes, monitors and participates in the work of crews responsible for the construction, maintenance and repair of water and sewer systems, as well as related facilities; in the absence of the Director of Public Works, may be assigned to serve as Director.
- Plans, coordinates, staffs and directs a sewer collection system maintenance and repair program; coordinates water and sewer maintenance and water quality activities with other City departments, divisions, sections and outside agencies; supervises water production and distribution activities including constructing and repairing storm conduits, curbs, gutters and drainage facilities.
- Administers the operations and maintenance of City water wells, water well chlorine generation plants, sewer lift stations, the water well filtration plant, the SCADA system, water quality assurance and water conservation.
- Oversees the installation, repair and maintenance of water and sewer mains and lines, water service connections, meters, boxes and leaks in water lines; oversees the maintenance and repair of storm

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drains, flood control facilities and inlets, and supervises the monitoring of water quality instruments and chlorination to ensure potable water.

- Performs the more difficult and complex maintenance and construction duties of the work unit including reading and interpreting complex construction plans and specifications; Responds to emergency calls.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level Public Works personnel; assigns work to assigned crews; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures; participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include time sheets and work orders; prepares statistical and/or analytical reports on operations as necessary; plans, assigns and directs field construction; prepares and reviews location sketches for maintenance and repair projects; directs the operation of road construction equipment.
- Participates in the development of the division budget; administers and monitors the approved budget; prepares cost estimates for water and sewer system maintenance and repair activities.
- May participate in organizational and community group meetings; addresses and responds to service questions, inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, and drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

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Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Water and Sewer Operations Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in construction, maintenance or related work, including two years as a lead or supervisor of a work crew, and a High School Diploma or equivalent supplemented by some directly related college level course work.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license; possession of a D.O.H.S. Grade III Water Treatment Plant Operator; a Cross-Connection Control Program Specialist Certificate and a Backflow Prevention Assembly Tester Certificate; possession of a C.W.E.A. Grade II Collection System Maintenance Technician Certificate; possession of a Grade IV Water Distribution Operator certificate.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction, and repair of water and sewer systems, as well as related facilities; principles and practices of conventional water treatment techniques, cross-connection control, deep turbine water wells, sewer lift stations, water sampling techniques, project design, cost estimating and management; operational characteristics of specialized construction and maintenance tools and equipment; principles and practices of budget administration; methods and techniques of supervision, training and motivation; applicable federal, state, and local laws, codes and regulations as they relate to Water Quality Assurance; methods and techniques for record keeping; occupational hazards and standard safety procedures.

Ability to:

Select and supervise subordinate staff; supervise and direct the operations and activities of a Public Works division; analyze a complex issue and develop and implement an appropriate response; prepare and administer a division budget; analyze and evaluate new and existing service delivery methods and standard operating procedures; oversee and perform maintenance, repair and installation of asphalt, signs, concrete and storm drains; perform heavy manual labor; drive and operate trucks and construction equipment; observe safety principles and work in a safe manner; follow written and oral directions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and related software; use water testing equipment; safely and effectively operate a variety of maintenance and construction equipment, tools and materials.

Adopted 8/1/07

CITY OF MADERA

WASTEWATER TREATMENT PLANT OPERATOR I

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DEFINITION:

Under immediate supervision, performs and learns to perform the full array of duties assigned to classes in the Wastewater Treatment Plant Operator series including operations, controls and maintenance work in one or more Public Works wastewater treatment plant facilities; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Wastewater Treatment Plant Operator I** is the entry level class responsible for a wide variety of plant operations and maintenance of the wastewater treatment plants, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the Wastewater Treatment Plant Operator II in that the latter occasionally assists in the training of lower level Public Works Wastewater Treatment Plant Operator I positions.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Wastewater Treatment Plant Manager. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs basic skilled water pollution control laboratory testing and analysis; monitors the operation of industrial wastes instrumentation for proper monitoring; adheres to quality assurance programs for laboratory analysis and instrumentation.
- Operates, inspects, cleans, repairs, replaces and maintains pumps, motors, filters and related equipment; performs general, grounds and preventive maintenance and repairs in and around plant facilities; operates vehicles and other equipment.
- Conducts on-site inspections of plant operations, insuring that operational problems are identified and corrected; insures that plants are operating within safety standards established by Federal, State and local laws, ordinances and regulations.
- Prepares and updates reports including records and logs.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

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WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position works in all conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined space.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Wastewater Treatment Plant Operator I**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in the operation and maintenance of a wastewater treatment laboratory or the performance of related work, and a high school diploma or equivalent supplemented with appropriate coursework in laboratory testing and analysis.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of a Grade I Certificate as a Wastewater Plant Operator from the California State Water Quality Control Board and obtain a Grade II Certificate within 18 months of hire.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles and practices of wastewater treatment plant operations; repair, maintenance and adjustment procedures for wastewater treatment plant equipment; Basic principles, practices and methods of basic laboratory testing methods and procedures; Federal, State and local laws governing wastewater and industrial waste monitoring and control; characteristics and problems involved with wastewater and industrial water analysis; general maintenance and repair work; laboratory safety standards and programs; occupational hazards and standard safety practices; methods and techniques for basic report preparation and writing; methods and techniques for record keeping; methods and techniques of training personnel.

Ability to:

Learn to carry out maintenance and operations of a water plant; basic wastewater testing; collect a variety of samples for laboratory tests; maintain accurate records and prepare comprehensive reports; perform plant operation and maintenance assignments; establish and maintain cooperative working relationships.

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Skill to:

Safely and effectively operate the tools and equipment used in wastewater plant maintenance and laboratory.

CITY OF MADERA**WASTEWATER TREATMENT PLANT OPERATOR II**

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DEFINITION:

Under general supervisor, performs the full array of duties assigned to classes in the Wastewater Treatment Plant Operator series including operations, controls and maintenance work in one or more Public Works wastewater treatment plant facilities; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Wastewater Treatment Plant Operator II** is the journey level class responsible for a wide variety of plant operations and maintenance of the wastewater treatment plants, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the Wastewater Treatment Plant Operator I in that the former occasionally assists in the training of lower level Public Works Wastewater Treatment Plant Operator I positions and by performing the full range of duties allowed by possess of a Grade II Certificate as a Wastewater Operator.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Wastewater Treatment Plant Manager. May exercise functional and technical supervision over assigned operators.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Operates, inspects, cleans, repairs, replaces and maintains pumps, motors, filters, and related equipment; and performs general, grounds and preventive maintenance and repairs in and around plant facilities; operates vehicles and other equipment.
- Conducts on-site inspections of plant operations, insuring that operational problems are identified and corrected; insures that plants are operating within safety standards established by Federal, State and local laws, ordinances and regulations; provides training for less experienced personnel.
- Performs basic skilled water pollution control laboratory testing and analysis; monitors the operation of industrial wastes instrumentation for proper monitoring; adheres to quality assurance programs for laboratory analysis and instrumentation.
- May assist in the training of lower level personnel.
- Prepares and updates reports including records and logs.

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- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position works in all conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined space.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Wastewater Treatment Plant Operator II**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in the operation and maintenance of a wastewater treatment laboratory or the performance of related work, and a high school diploma or equivalent supplemented with appropriate coursework in laboratory testing and analysis.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of a Grade II Certificate as a Wastewater Plant Operator from the California State Water Quality Control Board.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles and practices of wastewater treatment plant operations; repair, maintenance and adjustment procedures for wastewater treatment plant equipment; Basic principles, practices and methods of basic laboratory testing methods and procedures; Federal, State and local laws governing wastewater and industrial waste monitoring and control; characteristics and problems involved with wastewater and industrial water analysis; general maintenance and repair work; laboratory safety standards and programs; occupational hazards and standard safety practices; methods and techniques for basic report preparation and writing; methods and techniques for record keeping; methods and techniques of training personnel.

Ability to:

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Plan, organize and carry out maintenance and operations of a water plant; basic wastewater testing; collect a variety of samples for laboratory tests; maintain accurate records and prepare comprehensive reports; perform plant operation and maintenance assignments; establish and maintain cooperative working relationships.

Skill to:

Safely and effectively operate the tools and equipment used in wastewater plant maintenance and laboratory.

CITY OF MADERA**WASTEWATER TREATMENT PLANT OPERATOR III**

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DEFINITION:

Under general supervisor, performs the full array of duties assigned to classes in the Wastewater Treatment Plant Operator series including operations, controls and maintenance work in one or more Public Works wastewater treatment plant facilities; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Wastewater Treatment Plant Operator III** is the journey level class responsible for a wide variety of plant operations and maintenance of the wastewater treatment plants, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the Wastewater Treatment Plant Operator II by performing the full range of duties allowed by possess of a Grade III Certificate as a Wastewater Operator.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Wastewater Treatment Plant Manager. May exercise functional and technical supervision over assigned operators.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Operates, inspects, cleans, repairs, replaces and maintains pumps, motors, filters, and related equipment; and performs general, grounds and preventive maintenance and repairs in and around plant facilities; operates vehicles and other equipment.
- Conducts on-site inspections of plant operations, insuring that operational problems are identified and corrected; insures that plants are operating within safety standards established by Federal, State and local laws, ordinances and regulations; provides training for less experienced personnel.
- Performs basic skilled water pollution control laboratory testing and analysis; monitors the operation of industrial wastes instrumentation for proper monitoring; adheres to quality assurance programs for laboratory analysis and instrumentation.
- May assist in the training of lower level personnel.
- Prepares and updates reports including records and logs.

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- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position works in all conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined space.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Wastewater Treatment Plant Operator III**. A typical way of obtaining the required qualifications is to possess the equivalent of two year of experience in the operation and maintenance of a wastewater treatment laboratory or the performance of related work, and a high school diploma or equivalent supplemented with appropriate coursework in laboratory testing and analysis.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of a Grade III Certificate as a Wastewater Plant Operator from the California State Water Quality Control Board.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles and practices of wastewater treatment plant operations; repair, maintenance and adjustment procedures for wastewater treatment plant equipment; Basic principles, practices and methods of basic laboratory testing methods and procedures; Federal, State and local laws governing wastewater and industrial waste monitoring and control; characteristics and problems involved with wastewater and industrial water analysis; general maintenance and repair work; laboratory safety standards and programs; occupational hazards and standard safety practices; methods and techniques for basic report preparation and writing; methods and techniques for record keeping; methods and techniques of training personnel.

Ability to:

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Plan, organize and carry out maintenance and operations of a water plant; basic wastewater testing; collect a variety of samples for laboratory tests; maintain accurate records and prepare comprehensive reports; perform plant operation and maintenance assignments; establish and maintain cooperative working relationships.

Skill to:

Safely and effectively operate the tools and equipment used in wastewater plant maintenance and laboratory.

CITY OF MADERA

WASTEWATER TREATMENT PLANT LEAD OPERATOR

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DEFINITION:

Under direction, leads, oversees, reviews and performs the full array Wastewater Treatment Plant Operator duties including operations, controls and maintenance work in one or more Public Works wastewater treatment plant facilities; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Wastewater Treatment Plant Lead Operator** is the lead level class responsible for a wide variety of plant operations and maintenance of the wastewater treatment plants, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the Wastewater Treatment Plant Operator III in that the former occasionally assists in the training of lower level Public Works Wastewater Treatment Plant Operator I positions.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Wastewater Treatment Plant Manager. May exercise functional and technical supervision over assigned operators.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, oversees, reviews the work of assigned operators and operates, inspects, cleans, repairs, replaces and maintains pumps, motors, filters, and related equipment; and performs general, grounds and preventive maintenance and repairs in and around plant facilities; and operates vehicles and other equipment.
- Supervises and conducts on-site inspections of plant operations, insuring that operational problems are identified and corrected; insures that plants are operating within safety standards established by Federal, State and local laws, ordinances and regulations; provides training for less experienced personnel.
- Oversees and performs basic skilled water pollution control laboratory testing and analysis; monitors the operation of industrial wastes instrumentation for proper monitoring; adheres to quality assurance programs for laboratory analysis and instrumentation.
- May assist in the training of lower level personnel.
- Prepares and updates reports including records and logs.

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- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position works in all conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined space.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Wastewater Treatment Plant Lead Operator**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in the operation and maintenance of a wastewater treatment laboratory or the performance of related work, and a high school diploma supplemented with appropriate coursework in laboratory testing and analysis.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of a Grade III Certificate as a Wastewater Plant Operator from the California State Water Quality Control Board.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles and practices of wastewater treatment plant operations; repair, maintenance and adjustment procedures for wastewater treatment plant equipment; Basic principles, practices and methods of basic laboratory testing methods and procedures; Federal, State and local laws governing wastewater and industrial waste monitoring and control; characteristics and problems involved with wastewater and industrial water analysis; general maintenance and repair work; laboratory safety standards and programs; occupational hazards and standard safety practices; methods and techniques for basic report preparation and writing; methods and techniques for record keeping; basic principles of supervision; methods and techniques of training personnel.

Ability to:

WASTEWATER TREATMENT PLANT LEAD OPERATOR

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Lead and train subordinate staff; plan, organize and carry out maintenance and operations of a water plant; basic wastewater testing; collect a variety of samples for laboratory tests; maintain accurate records and prepare comprehensive reports; perform plant operation and maintenance assignments; establish and maintain cooperative working relationships.

Skill to:

Safely and effectively operate the tools and equipment used in wastewater plant maintenance and laboratory.