



TOWN OF YOUNTVILLE
JOB DESCRIPTION

UTILITIES OPERATOR IN TRAINING (OIT) -

UTILITIES OPERATOR I/II

DEFINITION

Under supervision, operates, inspects and maintains a variety of wastewater collection, treatment and disposal equipment as well as a variety of emergency water well production, treatment and storage equipment used in connection with the continuous operation of the Town's wastewater and water utilities. Utilities Operator I/II perform a variety of technical activities on the operation of a wastewater treatment plant and floodwall pump system.

DISTINGUISHING CHARACTERISTICS

Operator in Training (OIT)

This is an entry-level utility operator position performing various operational tasks related to the operation and maintenance of the Town's wastewater and water utilities. Initially, under direct supervision, incumbents learn and perform a variety of duties in the routine operation and maintenance of the Town's wastewater and water utilities. The amount of supervision required is expected to decrease as experience and certifications are obtained, to the point where limited direct supervision from a certified operator is required after 24 to 36 months of employment.

Incumbents are required to meet the minimum qualifications for the position of Utilities Operator I-II, in no more than 36 months of employment and may then be advanced to the level of Utilities Operator I-II after gaining the required experience, demonstrating adequate proficiency, and obtaining all certifications, which are required to meet the qualifications of Utilities Operator. This position is flexibly staffed and assignment is determined by demonstrated job performance and required Wastewater Treatment and Water Distribution Operator certifications.

Utilities Operator I

This is the journey level position of the Utility Operator series. Duties and responsibilities range from conducting routine laboratory tests to cleaning sanitary and storm sewers. Operation and maintenance of water and wastewater treatment plants and collection system. Assignments differ from the Utility Operator II assignments by having a lesser degree of responsibility in the overall duties as listed above.

Utilities Operator II

This is the advanced level position in the Town Utilities Operator series. Duties and responsibilities range from performing laboratory test and interpreting the results to optimize water and wastewater treatment, cleaning sewers and storm drains. Assignments differ from the Utilities Operator I assignments by the extent of the

technical knowledge and responsibility exercised by the Utilities Operator II in the overall functioning of the duties outlined above.

SUPERVISION RECEIVED

Supervision is provided by the Utilities Supervisor/Manager.

ESSENTIAL DUTIES

OIT

Trains to perform duties of Utilities Operator I-II; monitors the operation of water and wastewater treatment plant pumps, motors, valves and other equipment; reads gauges, dials, and other instruments that record data; oils, greases, and cleans equipment; services and otherwise maintains a variety of plant equipment including pumps, valves, motors, filters, meters, and related plant equipment; collects water and sewage samples for laboratory tests; observes water/wastewater treatment equipment and facilities to locate needed repairs and needed maintenance; report's findings to supervisory personnel; makes repairs to plant equipment; performs general plant preventative maintenance work; keeps logs and records of daily treatment plant activities; conducts and assists in conducting a variety of chemical and bacteriological tests on plant influent, effluent, and receiving waters; assists in keeping laboratory records and inventory; maintains, cleans, and cares for laboratory equipment and materials; Logs data from a variety of tests and samples; assists in work necessary to keep the treatment plant and wastewater collection system in a clean and orderly condition; operates a variety of equipment; and performs related duties as required all under direct supervision.

Utilities Operator I

Performs all duties of OIT and sets pumps and valves; assists with collection system maintenance; reads gauges and enters readings; prepares equipment for sampling water and wastewater; conducts routine laboratory tests and sampling; provides general maintenance of pump station and water and wastewater treatment plants and handles routine equipment and operation of plant provides; provides twenty-four hour standby assistance. Has Lab Analyst I certification.

Utilities Operator II

Performs all duties of Utility Operator I and sets pumps and valves; cleans sewers and storm drains; operates the Hydro Truck; conducts routine water & wastewater laboratory tests and interprets results; diagnoses problems with water & wastewater equipment and makes recommendations; greases and cleans equipment including adjusting and repacking pump valves; operates and checks operation of wastewater equipment; repairs small tools and equipment; reads gauges and adjust wastewater system operating control; maintains records of completed work; takes charge of wastewater operations in absence of supervisor. Utilities Operators designation between I & II is dependent upon passing State examinations and receiving appropriate certifications and job performance in associated duties.

OTHER DUTIES

OIT -Assists certified operators with operation and maintenance of reclamation system; monitors collection system; checks sewers for back-up or other problems; cleans digester box including hosing down and removing blockages; assists with general plant maintenance, including cleaning up building and grounds, painting equipment, etc.

Utilities Operator I/II – Monitors sewer collections system; maintains air, electrical and mechanical systems; maintains and cleans buildings and grounds; provides twenty-four hour standby assistance. Operates and maintains recycled water distribution system and floodwall facilities; checks sewers for back-up or other problems; cleans digester box including hosing down and removing blockages; provides general plant maintenance, including cleaning up building and grounds.

QUALIFICATIONS

Experience/Education

Sufficient experience and education to read understand and record a variety of pumps, motors, meters, analyzers and detectors used in a water and wastewater treatment system. A typical way of obtaining the required qualifications is to possess the equivalent to one year of experience working with mechanical equipment and tools. Incumbent must have equivalent to a twelfth grade education.

Knowledge/Skill/Ability

OIT - General knowledge of the basic tools, equipment, methods, safe work practices in the operation and routine maintenance used in maintaining pumping and electrical systems. Some knowledge of basic wastewater treatment process and laboratory tests is highly desirable. Basic skill in the safe use of various mechanical hand and power tools and equipment also are required. Additionally, the ability to learn and become proficient in reading and interpreting meters, gauges and other recording devices; conducting basic laboratory tests; and in adjusting controls and treatment processes located in a wastewater treatment facility are highly desirable.

Utilities Operator I –Knowledge of the basic tools, equipment, methods, safe work practices in the operation and routine maintenance used in maintaining pumping and electrical systems. Knowledge of basic wastewater treatment process and laboratory tests is highly desirable. Proficient skill in the safe use of various mechanical hand and power tools and equipment also are required. Additionally, the ability to learn and become proficient in reading and interpreting meters, gauges and other recording devices; conducting laboratory tests; and in adjusting controls and treatment processes located in a wastewater treatment facility are required. Grade I water or wastewater certification issued by the State Water Resources Control Board upon being hired and obtain both water and wastewater certifications within 2 years. Grade I lab analyst and collections system maintenance certification required within 2 years of hire.

Utilities Operator II – In addition to the knowledge, skill and abilities expected to a Wastewater Operator I, the incumbent in the Wastewater Operator II position is expected to possess demonstrated knowledge of the principles and methods of water & wastewater treatment systems; the mechanics of pumps and motors; the purposes and safe use of tools and equipment in the repair and adjustment of plant equipment; chemical and biological tests used in monitoring water & wastewater treatment plant and

collection system processes; the operation and maintenance requirements of a variety of light and heavy power driven equipment. Demonstrated skill in performing technical procedures in water & wastewater operations, performing and interpreting of laboratory tests in water & wastewater treatment monitoring, operating a variety of heavy and light power driven gas and diesel equipment, performing complex mechanical maintenance and troubleshooting mechanical problems are required. Additionally, the skill in inspecting the overall operations of a water & wastewater treatment system, including detecting problems, maintaining and repairing plant facilities and equipment; maintaining accurate and readable records, exercising good judgment in response to operational problems, communicating orally and in writing clearly and concisely, establishing and maintaining effective working relationships with others are also required. Grade II water or wastewater certification issued by the State Water Resources Control Board upon being hired and obtain both water and wastewater certifications within 2 years is required. Grade I lab analyst and collections system maintenance certification required within 2 years of hire

Working Conditions

Position requires standing, walking on level and slippery surfaces, reaching, kneeling, bending, stooping, crawling, squatting, crouching and grasping in the performance of daily duties. The use of an acute sense of smell and hearing is needed in detecting digester and bearing problems. The position also requires both near and far vision while making visual checks of the treatment process and working on equipment. The need to lift, carry and push motors, pipes, valves, fittings, pumps, and other equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent works in all weather conditions including wet, hot and cold. The use of lubricating ingredients and working around sewer gases exposes the employee to fumes, dust and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb ladders and walk on scaffolds, to handle noise producing tools and equipment, to drive a motorized vehicle and to work with power tools in wet conditions that expose the employee to possible electrical hazards.

License/Certificate

OIT –

Prior to employment:

Possess a valid California Class C motor vehicle operator's license and maintain during the course of employment.

Within two months of employment:

Acquire a valid State of California Wastewater Plant Operator's Grade I Operator in Training certificate.

Within two years of employment:

Obtain either a grade I water treatment or grade I wastewater treatment operator certificate.

Within four years of employment:

Acquire a valid State of California Wastewater Plant Operator's Grade II certificate, a Water Treatment Plant Operator Grade II certificate. Distribution System Operator certificate issued by the State of California Department of Health Services is desirable.

Utilities Operator I

- Must possess Grade I Wastewater Treatment Plant or T1 Water Treatment Operator certification upon hire. If hired with the T1 Water Treatment Operator certificate, incumbent must obtain Grade I Wastewater Treatment Plant certification within 18 months of hire.
- Must possess Grade I Wastewater Collection certificate as mandated by Town within 18 months of hire.
- Possession of CWEA Mechanical Technologist certification is desirable.
- Possession of CWEA Laboratory Technician certification is desirable.
- Must possess a Class C California motor vehicle operator's license.
- Incumbent is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.

Utilities Operator II

- Must possess California Grade II Wastewater Treatment Plant or T2 Water Treatment Operator certificate upon hire. If hired with the T2 Water Treatment Operator certificate, incumbent must obtain Grade II Wastewater Treatment Plant certification within 18 months of hire.
- Incumbent must obtain CWEA Grade 1 Laboratory Technician and CWEA Collection System Maintenance certification within 18 months from the date of hire or promotion.
- Possession of Mechanical Technologist certification is mandatory.
- Must possess a Class C California motor vehicle operator's license.
- Incumbent is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.