



# Clearlake Oaks County Water District

## Job Description

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<b>TREATMENT OPERATOR II</b>
<b>Status: Non-Exempt</b>
<b>Salary Range: \$22.80 - \$33.18</b>

**Definition/Summary:** This position is an "at will" basis, meaning you may resign at any time and that the General Manager may terminate your employment at any time, with or without cause. This position reports directly to and receives general supervision from the Chief/Lead Plant Operator. Under general supervision, performs a variety of maintenance, repair and operations work and performs related tasks as required. Operator II is expected to carry out maintenance and operations duties in accordance with stated operations procedures and instructions.

Makes inspections and performs preventive maintenance on water plant, pump station machinery control, and equipment; takes and records readings of gauges, meters, charts and records results in operating logs; repairs and maintains pumps, motors, generators and other equipment; makes minor electrical repairs; performs plumbing and electrical, carpentry and painting tasks; operates and maintains equipment such as backhoe, trencher, loaders and cleaning equipment; reports operating problems to the Chief/Lead Plant Operator; adheres to State safety procedures; handles chemicals related to the water plant; assists in the day to day operations of the water system; other duties as assigned by Chief/Lead Operator or the General Manager.

The on-duty Shift Operator is responsible for the day-to-day operation of the Water Treatment Plant, this includes but not limited to;

1. Entering their name and time they started their shift into the Plant Log Book.
2. Recording the beginning SCADA readings per the SOP into the Plant Log Book.
3. Daily plant rounds recording all instrument readings per the SOP and noting any maintenance issues or hazards which need to be addressed. The rounds are not complete until they have been recorded on the computer per SOP and Time completed is entered in the Plant Log.
4. Daily Grab Sampling and Labs are to be completed as per SOP and recorded on the computer. Time completed will be entered in the Plant Log (Labs are not complete until they have been recorded on the computer.)
5. Day Tanks will be inspected during rounds on a daily basis and filled as needed. All log sheets will be filled out at each tank location and entered in the Plant Log Book per SOP.
6. Drawdowns for each of the chemical pumps will be done twice a week per SOP and recorded on the worksheet, white board over the Office monitors, and entered into the computer. Drawdowns will be performed on Tuesday and Friday of each week. Anytime a chemical dose is changed a Drawdown will be performed for that particular chemical and recorded as described above. If a dosage change is performed remotely after hours the time and change will be recorded in the Plant Log Book at the start of the next shift, A Drawdown will be performed and recorded per SOP that morning.
7. Backwashing Multi-media Filters will be performed if any one of the following conditions exist; A. Differential pressure is more than 30 PSI, B. Filter Runtime is more than 48 hours, C. Filter or CFE turbidity is above 0.18 NTU. Backwash Log Sheet will be completed for every Backwash and the Time Completed for the Backwash and RTW (Rinse-to-waste) sequence will be recorded in the Plant Log Book.

8. Bacteriological Sampling will be performed on Wednesday mornings, and ready for pickup by Alpha Labs no later than 10:00am.
9. Swan instrumentation will be rinsed during rounds on a daily basis.
10. Hach Cl17 reagent and buffer will be checked during rounds on a daily basis and changed when needed.
11. Clarifiers will be checked to ensure proper operation and all equipment is operating correctly, on a daily basis.

The above listed Daily and Semi-weekly duties will be completed before 11:00am with the exception of weekends and Holidays. Any changes or unforeseen circumstance which may conflict with these duties being completed in a timely manner will be brought to the Lead or Chief Operators attention and recorded in the Plant Log Book.

12. Jar Testing will be performed once a week at a minimum, no later than Thursday of any giving week. If conditions of the RAW water change more than 5 NTU for a duration of more than 3 hours a Jar Test is required or conditions in the Clarifiers change 1.0 NTU for more than 30 minutes. If either the RAW water or Clarifiers signal an alarm via SCADA a Jar Test is required regardless of the current conditions of either.

13. Swan Instrumentation "Validation" will be performed on all Swan equipment once a week and recorded in the Plant Log Book, no later than Thursday of each week.

14. Compressor water and oil traps for the Ozone and Backwash Actuator systems will be checked and cleaned weekly and recorded in the Plant Log Book.

15. Backwashing GACs will be performed on a monthly basis, the third week of every month. In some instances, this may be impossible and can be adjusted by the Lead or Chief Plant Operators. The Backwash will be logged on the GAC Backwash worksheet and recorded in the Plant Log Book per SOP.

16. Greasing Plant motors and pump assemblies will be done on a monthly basis per SOP.

17. Pressure washing Clarifier Weirs will be done on a monthly basis and will be bushed as needed.

18. Filter Building will be kept in a clean and orderly condition, it is the Shift Operator's responsibility to keep the Lab area clean and orderly, empty the trash throughout the building as needed, remove spider webs, check all exterior lighting for proper operation, and coordinate with other Plant personnel for the cleanliness of the building restroom.

19. The Shift Operator will also be responsible to perform any special assignments or projects assigned by the Lead or Chief Plant Operators. The Shift Operator will be required to complete all assigned work items in a timely manner or by completion date determined by supervisors.

### **Minimum Requirements:**

**Education:** High School Graduate or equivalent.

### **Certificates/**

**Licenses:** T2 Certification. Conversion from Class C to Class B California Motor Vehicle Operators License, with air break and tank endorsement, within six (6) months of employment.

**Experience:** Any combination of education and experience equivalent to completion of High School and two (2) years' experience in construction, repair and maintenance of sewer water lines, pumping stations and related facilities.

**Knowledge of:** Methods, materials, and equipment used in the operation and maintenance of wastewater treatment facilities or pipelines.

**Ability To:** Make the most efficient use of time and achieve the highest quality workmanship. Work with limited supervision; keep accurate records follow oral and written instruction; make emergency repairs within the waste plant system and to District equipment; work cooperatively with others; exercise independent judgment and safety precautions; physical strength and agility are required.

**Physical Requirements:** Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner. The Operator participates in water and wastewater systems maintenance activities that may require walking on uneven ground, climbing ladders and working with heights, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to do a Self Contained Breathing Apparatus and or perform work in “Confined Spaces”; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District’s Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting, up to 50 lbs. without assistance on an occasional basis. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

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Employee Signature:	Date
Supervisor Signature	Date
General Manager Signature	Date