JOB DESCRIPTION

Coachella Valley Water District                                      Date: July 2006

TITLE: Wastewater Reclamation Plant Operator I                      SECTION: Sanitation

DEPARTMENT: Operations                                               SRN: 22

REPORTING RELATIONSHIP:

Reports to: Shift Supervisor or Sanitation Supervisor

Supervises the following positions: Not applicable

DEFINITION: Under direct supervision, assist in the operation of the Wastewater Reclamation Plant, and to perform repair work on facilities when required. This is the first experienced level operator class and will have a complete working knowledge of the District’s wastewater reclamation plant operations.

ESSENTIAL FUNCTIONS:

1. Monitors the operation of wastewater reclamation plant pumps, motors and other equipment.

2. Reads, gauges, dials and other instruments that record plant operations.

3. Interprets operating data and makes necessary adjustments.

4. Computes plant flows, utilizing a calculator and accurate samplings of influent, effluent and mixed liquor.

5. Makes visual inspections of plant operations, locates and corrects operational problems.

6. Inspects, cleans and maintains lift stations.

7. Inspects pumps, valves, motors, filters, meters and related plant equipment.

8. Collects various water and sewage samples for laboratory analysis and performs basic water quality analysis tests.

9. Changes chlorine cylinders and checks for chlorine leaks, exercising proper safety precautions.

10. Keeps records and prepares necessary reports.

11. Wastes digested sludge in drying beds and removes dried sludge from beds.

12. Regulates pressures and flow rates in accordance with demand.
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ESSENTIAL FUNCTIONS (Cont.):

13. Uses hand and power tools to remove, install and make minor repairs modifications or additions to plant facilities.

14. Performs a variety of general maintenance and cleaning work on plant facilities and equipment.

15. Assists in the training of Wastewater Reclamation plant Operators in Training.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Possession of a Grade I Wastewater Treatment Plant Operator certification issued by the California State Water Resources Control Board, as issued through procedures established by the Board.

Failure to comply with certification requirements may influence employment or classification.

Education and Experience: High School Diploma or Equivalent is required. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be to have one year experience in wastewater reclamation plant operation comparable to that of a Wastewater Reclamation Plant Operator in Training in the Coachella Valley Water District.

Knowledge of:
-Principles and practices of wastewater treatment plant operations.
-Operating principles of valves, pumps and motors.
-Principles and methods of bacteriological and chemical sewage sample collection and analysis.
-Safe work practices.

Abilities:
-Operate wastewater treatment plant equipment.
-Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations.
-Take wastewater and sludge samples and perform some routine laboratory tests.
-Diagnose operating problems and make effective corrections.
-Maintain logs, records and charts.
-Understand and carryout oral and written instructions.
-Work cooperatively with others.
-Be available for standby and shift assignments.
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PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites, including over rough terrain. Driving: Light

2. Communicates effectively both in person and over a two-way radio.

3. Works in extreme weather conditions including heat and rain. May work in areas containing dust, fumes, chemicals and vapors.

4. Work in confined spaces. Must be able to wear SCBA equipment.

5. Works rotating shift including nights, weekends, and holidays.

See Human Resources for physical assessment form.