

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Recycled Water Operator

<b>DEPARTMENT:</b> Operations & Water Quality	<b>ACCOUNTABLE TO:</b> Plant Manager	<b>FLSA STATUS:</b> Non-Exempt
<b>SALARY RANGE:</b>	14, 17, 20, 23	
<p><b>CLASS SUMMARY:</b> Incumbents are responsible for monitoring, maintaining and operating a Class 4 Biological Nutrient Removal Process, Advanced Tertiary and Disinfection treatment plant, to ensure proper treatment of wastewater and supply tertiary treated recycled water distribution system and lakes. Responsible for ensuring customers receive adequate recycled water without health risks and for repairing and maintaining the plant facilities and related equipment. Duties include: performing skilled repairs and preventive maintenance on equipment and systems found in sedimentation tanks, biological nutrient removal processes, flocculation/sedimentation tanks, biological filtration and disinfection by chlorination systems; ordering and receiving chemicals and supplies, taking and processing laboratory samples; analyzing test results and implementing appropriate adjustments to the treatment processes as well as operating automated and telemetry controls; testing the potable water supply, monitoring Santee Lakes and San Diego River downstream of the discharge; repairing and rebuilding pumps; monitoring and repairing SCADA System; repairing and upgrading electrical system; performing mechanical repairs; upgrading and repairing computer/instrumentation; assuring the accuracy of discharge reports and reliability of monitoring and treatment equipment; and performing such other work as may be required.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Recycled Water Plant Operator is the first in a two level recycled water series. The Recycled Water Plant Operator is distinguished from the Manager in that the Manager has full supervisory authority.</p>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	Performs plant process control and laboratory tests by taking samples, analyzing the results and making routine adjustments to the operation of a biological nutrient removal process, advanced tertiary and disinfection process to ensure established operational parameters are met.
2.	Computes operating parameters and makes decisions on required changes to the treatment process; operates and makes adjustments to the recycling facility by making chemical feed adjustments and monitoring pumping and flow rates.
3.	Troubleshoots and performs preventive and general maintenance on plant equipment, facilities and grounds, including instrumentation calibration, pump and motor dismantling, rebuilding and upgrading.
4.	Plans, organizes and oversees equipment maintenance requirements to insure proper operational treatment and reliability; utilizes a computerized maintenance management program to perform the necessary record keeping and tracking.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
5.	Analyzes automatic plant control requirements, plans and implements computer and programmable logic controller configurations and performs file backup procedures.
6.	Controls inventory; orders and receives materials, equipment and supplies including hazardous chemicals, consistent with Padre Dam's purchasing policy.
7.	Operates recycled water pump stations to insure continuous flow to customers and treatment processes.
8.	Performs various laboratory tests which include analyzing samples for plant process control, potable water systems, lake water, river basin and stormwater. Analyzes, evaluates and interprets test results; prepares and distributes reports to governing agencies and Padre Dam departments.
9.	Guides tours informs visitors and makes presentations to community groups on the value, treatment methods and need for water recycling.
10.	Responds to hazardous materials discharge incidents as a Level A First Responder, technician level.
11.	Performs other duties of a similar nature or level.

**Knowledge** (position requirements at entry) (depending on area of assignment):

- Basic mathematics;
- Basic related theories and principles such as Chemistry, Microbiology, Water or Wastewater technology;
- Basic safety procedures and practices;
- Basic principles of valves, meters, pumps and the operation of pumps;
- Proper sampling techniques highly desirable;
- Basic electronic and electrical principles and practices.

**Skills** (position requirements at entry) (depending on area of assignment):

- Use of hand tools and small motorized tools;
- Operating valves and motors;
- Using computers and related software applications;
- Ability to perform basic mechanical repairs;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, etc. sufficient to exchange or convey information and to receive work direction.

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#### **Training and Experience** (position requirements at entry)

- High School Diploma or General Equivalency Diploma (G.E.D.);
- One year of related basic repair and maintenance experience; OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (position requirements at entry)

- Valid California Driver's License;
- Wastewater Treatment Plant Operator Grade I certificate from the State of California, Water Resources Control Board (within two test cycles from date of hire);
- Crane Operator License within one year from date of hire;
- Hazmat Level A Technician Level within one year from date of hire.

#### **Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and seeing.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, heat, odors, dusts, gases, poor ventilation, chemicals, oils, inadequate lighting, work space restrictions, intense noises, infectious substances, travel, and must be able to wear a Self-Contained Breathing Apparatus (SCBA) and Level A suit.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

#### **Classification History:**

Date: 4/98; 10/0; 1/02; 1/05