



**DECEMBER 2014  
FLSA: NON-EXEMPT**

## **SENIOR PLANT OPERATOR**

### **DEFINITION**

Under general supervision, leads, trains, oversees, and participates in the more complex and difficult operation, control, and maintenance of the City's water and wastewater treatment, pumping facilities, wastewater collection and water distribution systems to ensure the adequate and uninterrupted supply of water to the City; operates equipment, facilities, pump stations, and related appurtenances as found in water and wastewater treatment plants; assists with preventive maintenance and makes minor repairs to plant facilities and equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Utility Systems Superintendent. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level in the plant operator series. In addition to performing the full scope of work, employees provide technical and functional direction to assigned staff on an on-going, day-to-day basis, and perform the most difficult and complex assignments requiring the advanced knowledge of concepts in operation, control, and maintenance of water and wastewater treatment and pumping facilities, as well as City and regulatory standards, practices, policies, and procedures. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility such as scheduled plant start-ups and shutdowns, start-up testing, and replacement or upgrading of process systems. Employees organize and oversee day-to-day activities and are responsible for providing operational support to assigned supervisor/unit manager in a variety of areas. Successful performance of the work requires an extensive operational background as well as ability to coordinate work with that of other units. This class is distinguished from the Utility Systems Superintendent in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in treatment plant operations.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Provides technical and functional direction to assigned plant operations staff; reviews and controls quality of work; participates in performing routine to complex and specialized water and wastewater treatment operations and maintenance work.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects and evaluates work in progress and upon completion to assure that operations, maintenance, and project activities are performed in accordance with City standards and specifications.
- Estimates time, materials, and equipment required for jobs assigned; order tools, equipment, and supplies needed for plant operations.

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Operates pumps, valves, chlorinators, telemetry controls, sludge presses, and other water and wastewater flow regulating controls and equipment.
- Collects water, wastewater and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that plants are operating effectively and that regulatory requirements are being met.
- Inspects and maintains water pipelines, pumps, valves, tanks, reservoirs, and related appurtenances; inspects and tests lines in the distribution system.
- Observes and responds to variations in operating conditions by interpreting meter, gauge, and graph readings and tests results to determine pressure requirements.
- Cleans and flushes water and wastewater analyzers; backwashes pressure filters and cleans scum boxes.
- Records meter reading for irrigation and river discharge; throttles pumps and valves to ensure water flow is within controllable bounds.
- Conducts alarm checks on all analytical and telemetry equipment, standby generators, and remote pumping stations.
- Performs preventative and routine maintenance on a variety of equipment related to the operation, maintenance, and control of water and wastewater treatment and production systems and facilities, including wastewater collection and water distribution systems.
- Performs a variety of general and ground maintenance activities, including mowing irrigation fields.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Observes safe work methods and provides appropriate use of related safety equipment as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Principles, practices, tools, equipment, and supplies required to maintain, operate, and control water distribution systems, reservoirs, pump stations, and water and wastewater treatment plants.
- Mechanical, electrical, and hydraulic principles.
- Equipment troubleshooting principles and practices
- Operational and maintenance practices of electrical motors, pipes, pumps, and circuitry.
- Computer software related to the work, including the operation of the water telemetry system and its devices.
- Standard chemical and physical tests of water and wastewater.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.

- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals and confined space entry.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Plan, schedule, assign, and oversee activities of water and wastewater treatment plant operations and maintenance personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Conduct standard chemical and physical tests of water, wastewater, and related materials.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Safely and effectively use and operate hand tools, mechanical equipment, and power tools required for the work.
- Follow department policies and procedures related to assigned duties.
- Operate a motor vehicle safely.
- Maintain accurate logs, records, and basic written records of work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade and three (3) years of increasingly responsible water or wastewater plant experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.
- Possession of, or ability to obtain, a Wastewater Treatment Plant Operator Grade III Certificate issued by the State Department of Water Resources.
- Possession of, or ability to obtain, a Water Treatment Operator III Certificate issued by the California State Water Resources Control Board (formerly California Department of Public Health Services).

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

*The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*