



## **WATER POLLUTION CONTROL OPERATOR IV**

### **DEFINITION**

To perform and supervise the most complex work involving process control, plant operations, laboratory procedures, repair and maintenance of the City's Water Pollution Control Facility (WPCF) Tertiary Treatment Plant.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Water Pollution Control Facility Superintendent or designee. Acts as a "supervisor" as defined by Title 23 of the California Code of Regulations (oversees and directs the operation of the plant, inspects the performance of other operators, and reports to the Superintendent). The Operator IV provides direct supervision and training for the semi-skilled and skilled operations and maintenance personnel. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of a Class V treatment plant.

### **EXAMPLES OF DUTIES**

The following are typical duties performed by the job class, not an all inclusive or limiting list.

### **ESSENTIAL FUNCTIONS**

Monitors and maintains the operation of wastewater treatment plant pumps, motors, headworks, oxidation ditches, filters, disinfection process, and pump stations. Learns all phases of the plant operations and makes or supervises necessary operating changes and adjustments. Maintains and updates accurate logs of the plant operations, preventative maintenance and safety programs. Assists in the establishment and supervision of procedures, maintenance schedules and methods for assigned areas of operation. Assigns and supervises work for subordinate WPCF operators and plant mechanic, while checking on the work progress throughout the day. Assists the WPCF Superintendent in a variety of personnel actions including; selection, training, promotions, performance evaluations, and disciplinary actions. Monitors and interacts with the automated plant computer/SCADA systems. Interprets data and information received by SCADA then makes adjustments to plant operations. Implement and supervise proper safety precautions that are followed by all staff members. Work on standby rotation to include working on weekends and holidays. Oversees collection of a variety of samples for laboratory tests and on occasion performs basic laboratory testing and analysis. Regular and consistent attendance.

## **OTHER JOB FUNCTIONS**

Review data, analyze results and prepare reports as required. Coordinate with other environmental services programs, such as, the laboratory or pretreatment, ensuring tests and analysis are complete and a record of results are available for use. Respond to inquiries or concerns from citizens and other departments or agencies. Assist in budget preparation and monitoring of expenditures. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles, methods, materials, tools, and equipment used in wastewater treatment plant operations, servicing, and maintenance. Principles of various wastewater treatment processes, to include, adjustment procedures for wastewater treatment plant equipment, repair and preventative maintenance procedures. Safe work practices. Principles of supervision and training. Advanced wastewater treatment operations, to include oversight and direction of all tertiary treatment processes and equipment. Hazardous chemicals associated with wastewater treatment. Chemical and bacteriological wastewater characteristics. Standard methods of sampling and analyzing wastewater. Hydraulics, measuring devices, pumps and other wastewater related equipment. Computer operation and software as related to a wastewater treatment facility, to include Microsoft word and Excel.

### **Ability to:**

Provide work direction, scheduling, supervision and evaluations of assigned staff. Read and interpret gauges and other recording devices reflecting plant operations and make operating adjustments based upon recorded data. Maintain accurate logs and records. Work collectively as a team member. Communicate clearly and concisely, both orally and in writing. Work independently making appropriate decisions in critical situations. Wear and use SCBA units as regulated by Cal/OSHA.

### **Minimum Education and Experience:**

#### **Education:**

High School diploma supplemented by college, trade school or advanced course work in wastewater technology, laboratory, and chemistry.

#### **Experience:**

Four years of increasingly responsible work experience in the operation and maintenance of a wastewater treatment plant, including some lead or supervisory experience.

#### **License and Certificate:**

Required upon hire, possession of a valid California Driver's License and a current Grade IV Wastewater Treatment Plant Operators Certificate, issued by the California State Water Resources Control Board

**Council Action: June 17, 2008**