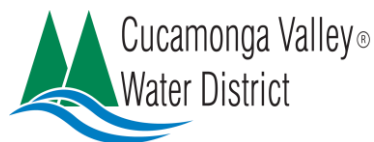


# LEAD WATER TREATMENT PLANT OPERATOR



*Service Beyond Expectation*

Job Status: Non-Exempt  
Date Adopted: 01-2015  
Date Modified: 03-16-2023

Safety Sensitive Position

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

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## **DEFINITION**

Under general supervision, operates one or more water treatment plants on an assigned shift; leads and participates in the work of staff responsible for the operation and maintenance of the District's water treatment, water quality, and related technical treatment processes; performs related maintenance-oriented tasks, keeps records and prepares reports; and performs a variety of tasks relative to assigned area of responsibility.

## **DISTINGUISHING CHARACTERISTICS**

The Lead Water Treatment Plant Operator is the advanced journey working level classification in the Water Treatment Plant Operator series. At this level, incumbents perform the more complex and specialized tasks while exhibiting initiative, advanced technical skills, broader discretion, and independent judgment within established guidelines. This level leads and participates in the work of staff responsible for operating and maintaining the District's water treatment, water quality, and related technical treatment processes. At this level, incumbents function as a T3 Shift Operator as defined in applicable state drinking water regulations.

## **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is received from the Operations Supervisor (Water Treatment Plant) and/or Operations Manager (Water Treatment Plant).

Lead Water Treatment Plant Operator may occasionally provide technical and functional work direction to Water Treatment Plant Operator I/II.

## **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Essential Functions:**

1. Actively manages and/or develops projects and/or programs - examples include project management; inventory management; development and administration of safety programs, maintenance programs, data collection and management programs, staff development/training programs; and other projects or programs relative to the classification.
2. Demonstrates advanced professional communication skills, both written and verbal, to internal and external peers, professionals, and customers – examples include participation in presentations to peers, management, board of directors, and industry professionals; conduct facility tours; participate in career development presentations for local schools; demonstrate professional communication to the general public; professional email communications to peers, supervisors, vendors, contractors, consultants; development of standard operating procedure documents; and other professional written or verbal communications relative to the classification.

## Lead Water Treatment Plant Operator

### **Essential Functions (continued):**

3. Demonstrates advanced procedural, mechanical, technical, and administrative skills relative to the job classification – examples include advanced trade skills; advanced troubleshooting and analytical skills; advanced computer/software utilization skills; data quality assurance, control, and analysis skills; advanced understanding of regulatory reporting and compliance; and general administrative skills relative to the classification.
4. Demonstrates proficiency in the District procurement policies, procedures, and enterprise systems (e.g., Munis, GeoViewer, Executime, Computerized Maintenance Management Systems).
5. Contributes to and supports a productive culture and work environment. Provides a positive example for peers and coworkers, consistent with District policies and procedures.
6. Makes rounds of treatment facilities several times during an assigned shift to check, monitor and inspect plant operations; reviews and documents console readings, feed rates, water storage levels, and other operational information displayed on gauges, dials, graphs, and other instrumentation; performs and records related mathematical calculations.
7. Takes grab samples and performs routine water quality laboratory tests; prepares water samples for shipment to outside laboratories for more extensive tests and keeps related records.
8. Operates and adjusts plant pumps, motors, feeders, and other equipment to maintain and enhance the efficiency of plant operations; makes flow and chemical feed changes as necessary; manually backwashes filters.
9. Mixes and adds chemical treatments; ensure adequate chemical application according to regulations and guidelines; loads and unloads materials and supplies; assists in storing and transferring chlorine and other hazardous chemicals.
10. Calibrates and performs preventive maintenance on plant monitoring equipment and chemical feed systems; flushes and cleans turbidimeters; diagnoses and performs minor repairs on plant electrical and mechanical equipment.
11. Prepares and maintains plant production data such as water flow and chemical usage; monitors and reports on plant performance data such as measures of dissolved solids and chlorine residual.
12. Visits unmanned treatment facilities on a scheduled or as-needed basis to monitor, adjust or execute plant operations; monitors safety and security at unmanned sites during visits.
13. Compiles and enters plant operations and water quality data into computerized record systems for eventual use in required reports to regulatory agencies.
14. Respond to emergencies and problems after hours and on weekends as directed
15. Performs related duties and responsibilities as required.
16. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.

## Lead Water Treatment Plant Operator

### Essential Functions (continued):

17. Regular attendance at the work site.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Knowledge of:

Advanced principles and practices of surface water treatment plant operation.  
Federal and State laws and regulations governing treatment plant operation and water quality standards.  
Characteristics of chemicals used in water treatment processes.  
Operational mathematics, including calculation of chemical dosing and water flow rates.  
Basic laboratory testing methods and mechanical, electrical, and hydraulic principles.

#### Skill in:

Water treatment plant operating consoles and personal computers.  
Use of hand and power tools.  
Operation of front-loader, tractor, and hoist.

#### Ability to:

Learn and operate water treatment plant equipment.  
Diagnose plant operating problems and make effective decisions to resolve them.  
Read meters and gauges accurately.  
Perform physical and chemical tests on water samples and accurately record results.  
Organize and prioritize work during an assigned shift.  
Perform maintenance and repair of plant equipment and devices.  
Respond appropriately under pressure and exercise sound judgment.  
Keep accurate records and prepare clear reports.  
Understand and carry out oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.

### REQUIRED QUALIFICATIONS

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

<b>Job Title</b>	<b>Lead Water Treatment Plant Operator</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Four (4) years of progressive experience maintaining and operating District facilities, systems, assets, and/or infrastructure.</li></ul>
<b>Education/Training</b>	<ul style="list-style-type: none"><li>• Equivalent to a High School Diploma.</li></ul>
<b>Required License/Certification</b>	<ul style="list-style-type: none"><li>• Possession of a valid D3.</li><li>• Possession of a valid T4.</li></ul>

## Lead Water Treatment Plant Operator

### Required Qualifications (continued):

Job Title	Lead Water Treatment Plant Operator
Desirable Degree/License/Certification	<ul style="list-style-type: none"><li>Valid D4.</li><li>Valid T5.</li></ul>
DMV Class	<ul style="list-style-type: none"><li>Possession of a valid California Class C driver's license and a satisfactory driving record.</li></ul>

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

#### Environment:

Water treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions, including hot, cold, wet, and/or humid conditions; work around water; work on slippery, uneven, surfaces; work in confined spaces; routinely climb ladders, stairs; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents must be available to work variable shifts, including evenings, nights, weekends and holidays.

#### Physical:

Incumbents require sufficient mobility to walk, stand, and sit for prolonged periods; occasionally stoop, bend, kneel, crouch, crawl, reach, and twist; push, pull, lift, and/or carry moderate to light amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

#### Mental:

While performing the duties of this class, the employee is regularly required to use oral and written communications skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; interact with District staff, other organizations, and customers who may be upset or dissatisfied.

#### Vision:

See in normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

#### Hearing:

Hear in the normal audio range with or without correction.