

**CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION**

TREATMENT PLANT OPERATOR I / II
May 2019

DEFINITION

Under general supervision, performs a variety of work related to the operation, maintenance, and monitoring of the water pollution control plant; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Treatment Plant Operator I is the first working-level position in the Treatment Plant Operator class series. Treatment Plant Operator II is the journey-level position in the Treatment Plant Operator class series. The Operator II classification is distinguished from the Operator I classification in that the Operator II requires a higher level of licensure.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Chief Treatment Plant Operator.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of both Operator I and II positions.

- Operates wastewater treatment machinery and equipment; reads, records, and interprets meters and gauges; adjusts controls to properly regulate flow and process of wastewater; adjusts and monitors the operations of valves, pumps, motors, chlorinator, disinfection equipment, filters, digesters, and clarifiers; inspects equipment, tools, pumps, and machinery;
- Collects and maintains accurate records and prepares summary reports of plant operations; collects samples; runs a variety of tests on tanks, equipment, and materials and records results;
- Performs standard laboratory test of materials in process; adjusts plant processes as needed; takes grab and composite samples; performs other laboratory routines as required; maintains accurate records of laboratory test conducted;
- Disassembles electrical, plumbing, and other mechanical or constructed plant systems and structures; makes repairs to existing equipment; fabricates parts when feasible; reassembles and tests repairs; operates tools in the repair and maintenance of electrical systems, plumbing, and mechanical systems; performs sandblasting, welding, concrete and cement work, metal work, general construction, and related work; assists in plant construction projects as appropriate;
- Conducts preventative maintenance, including oiling, greasing, cleaning, and maintaining treatment plant machinery and equipment; cleans, adjusts, and repacks valves and pumps; inspects plant electrical, plumbing, and mechanical equipment for needed repair;
- Operates and records data from the Supervisory Control and Data Acquisition (SCADA) equipment;
- Reads and applies Operations and Maintenance (O&M) manual(s); reads and applies equipment manuals as needed;
- Cleans tanks and containers, sweeps, sands, and paints plant equipment and facilities; performs general groundskeeping such as litter pickup and weed abatement tasks, including trimming weeds and spraying herbicides; performs building custodial and maintenance work, such as sweeping,

- mopping, dusting, disinfecting, and replacing waste bin liners as needed to maintain orderly plant and facilities operations; and
- Performs related duties as assigned.

Duties and Responsibilities specific to Treatment Plant Operator II

- Serves as Operator of the Day, as assigned; and
- Trains and instructs others in plant operations and maintenance processes.

JOB-RELATED QUALIFICATIONS

Knowledge of: Design, operation, and maintenance principles of valves, pumps, motors, plumbing, and electrical systems; sewage treatment processes and general treatment plant operations; basic equipment maintenance and specialized tool operation used in maintenance and repairs; chemicals used in treatment plant operations; applicable State Water Resources Control Board (SWRCB) rules and regulations; safe work practices and use of safety equipment in relation to the job duties and operational functioning of wastewater processes; basic laboratory practices and procedures; SCADA supervisory control and acquisition control systems.

Ability to: Operate wastewater treatment plant machinery and equipment; read, record, and interpret meters and gauges; use and maintain manual and automated electronic record-keeping systems; perform basic wastewater mathematics; properly adjust operational equipment and process controls; perform standard wastewater laboratory tests; perform preventive maintenance of treatment plant machinery and equipment; perform minor repair of electrical and mechanical systems; perform operation or maintenance work involving heavy physical labor; communicate effectively orally and in writing; safely operate a variety of hand and power tools; read plant drawings to confirm location of underground piping.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: High school diploma or equivalent (GED). Technical training in treatment plant operations and maintenance, environmental science, or a related field is desirable.

Experience:

Treatment Plant Operator I - One (1) year of experience involving treatment plant operation and maintenance, including pumps, valves, and electric motors.

Treatment Plant Operator II - Two (2) year of experience involving treatment plant operation and maintenance, including pumps, valves, and electric motors, with at least one (1) year of experience requiring possession of a Grade I Certificate.

Licenses: Possession and maintenance of a valid Class C California Driver's License with a satisfactory driving record.

Licensure requirement specific to Treatment Plant Operator I - Possession and maintenance of a Grade I Operator Certificate issued by State of California Water Resources Control Board. Ability to obtain Grade II Certification within two years of hire.

Licensure requirement specific to Treatment Plant Operator II - Possession and maintenance of a Grade II Operator Certificate issued by State of California Water Resources Control Board.

SPECIAL REQUIREMENTS

The ability to sit, stand, walk, kneel, crouch, stoop, squat, twist upper body, climb, lift 60 pounds, and drive a standard motor vehicle. Work weekends and holidays. Ability to maintain records; learn and see operation of plant equipment; ability to access remote areas of the Treatment Plant using ladders, walkways, and stairs.