

**CITY OF MILLBRAE  
CLASSIFICATION SPECIFICATION**

**TREATMENT PLANT OPERATOR III**  
**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 III is the advanced journey-level position in the Treatment Plant Operator class series. This classification is distinguished from the Treatment Plant Operator II in that the Treatment Plant Operator III 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 the position.

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

## **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 & 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:** Two (2) year of experience in a position equivalent to a Treatment Plant Operator II with the City of Millbrae,

**Licenses:** Possession and maintenance of a valid Class C California Driver's License with a satisfactory driving. Possession and maintenance of a Grade III 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, walk ways, and stairs.