

	<p style="text-align: center;">WASTEWATER AND WATER OPERATOR II</p> <p style="text-align: center;">FLSA Status: Non-Exempt</p> <p>Permanent Full Time Compensation Range: 30</p>	
<p style="text-align: center;">CITY OF NEVADA CITY</p> <p style="text-align: center;">APRIL 2022</p>	<p>Reports to:</p> <p>Chief Plant Operator</p>	<p>Unit:</p> <p>Miscellaneous Employees</p>

DEFINITION

Under the supervision of the Chief Plant Operator, the incumbent protects public health and the environment by providing effective operation of the city’s wastewater and water treatment plants through semi-skilled and skilled day-to-day servicing, adjustment, or regulation of equipment to maintain reliable operation of major treatment processes.

EXAMPLES OF DUTIES

- Operate wastewater treatment facilities processes.
- Reads meters and charts and ensures information is properly recorded.
- Checks for and maintains disinfection process, checks pressure gauges, switches, automatic valves, remote recorders, and control mechanisms.
- Collects samples of drinking water to perform laboratory tests and analyses and uses a variety of testing equipment and procedures.
- Collects samples of wastewater treatment processes to perform laboratory tests and analyses and uses a variety of testing equipment and procedures.
- Samples receiving water streams.
- Performs sampling in the water distribution system for bacteriological analysis.
- Maintains logs of plant operations and records and prepares local and state mandated reports for compliance with water and wastewater standards and permit requirements.
- Monitor gauges, meters and control panels and observe variation in operating conditions, interpreting meter and gauge readings and test results to determine processing requirements.

- Operate valves and gates; start and stop pumps, engines, and electric motors to control and adjust flow and treatment processes.
- Calculates loading and feed rates needed for proper operation of facilities.
- Conducts inspections of perimeter fence at both plants and performs weed abatement for fire prevention.
- Cleans and maintains buildings and grounds. Maintains recycled water system.
- Operate computer equipment and software.
- Maintain shift log and record meter and gauge readings; assist in the supervision and training of less experienced operators.
- Build and maintain positive working relationships with co-workers and the community using principles of good customer service.
- Orders supplies.
- Uses a variety of hand and power tools.
- Fabricates parts.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Water and wastewater treatment plant systems operations, maintenance, and regulatory requirements; methods and developments in wastewater treatment, physical, chemical and bacteriological processes involved in the treatment of wastewater; general chemical principles, laboratory practices and maintenance techniques and technical report writing.
- Principles and practices of water and wastewater treatment plant operations.
- Principles and practices of safety protocols.
- Pertinent federal, state, and local laws, ordinances, rules, and regulations.
- Water and wastewater quality testing.
- SCADA (supervisory control and data acquisition) systems and operations.
- Emergency response plans and procedures.

- Laws, rules, regulations, and environmental requirements applicable to the operation and maintenance of water and wastewater treatment.
- Principles and methods of preventive maintenance programs.
- Safe work practices and procedures.
- Modern office equipment including use of word processing, database, and spreadsheet applications.
- Principles and practices of quality customer service.

Ability to:

- Use tools necessary to make general repairs and adjustments to motors, pumps, and other equipment.
- Read meters and gauges correctly.
- To act quickly and competently.
- Collect samples and perform routine laboratory tests.
- Effectively use related computer software and equipment.
- Perform all plant operations in a safe and efficient manner without direct supervision.

EDUCATION AND EXPERIENCE REQUIRED

- Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
- High school diploma or equivalent and two to five years of experience working as a Grade 2 certified operator in water and wastewater treatment plant operations.

OR

- Two years of college or an Associate's degree with major emphasis in engineering, wastewater and water management, chemistry, bacteriology or related field and one to two years of experience working as a Grade 2 certified operator in water and wastewater plant operations.

LICENSES AND CERTIFICATIONS

- Possession of a valid California class C driver's license with a satisfactory driving record.
- Possession of a valid, active California State Water Resources Control Board Water (SWRCB) Grade 2 Wastewater Operator Certification.
- Possession of a valid, active SWRCB Grade 2 Water Treatment Plant Operator Certificate

PHYSICAL DEMANDS AND WORKING CONDITIONS

Must be physically able to perform the duties of this position. Work is generally carried out in an outside environment with exposure to various weather conditions that can be wet and/or humid and with occasional exposure to extreme temperatures including heat of 100° or more and sub-freezing cold as well as rain and snow. Working in the field will require operation of a motor vehicle and occasionally traversing uneven terrain; work on various types of terrain and footing which may be slippery; frequently climb, stoop, kneel, crouch, reach, stand and walk; and frequently push, pull, grasp and carry while walking; frequently lifting up to 50 or more pounds; work with or near hazardous chemicals; and work in confined spaces. Work is also carried out in a standard office setting with moderate noise levels, controlled temperature conditions. On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means. Must also be able to use standard office equipment with the mobility and finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry reports and records that typically weigh less than 20 pounds. Employees may be required to work on evenings, weekends and holidays and participate in afterhours on-call assignments.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

All Treatment Plant Operators are required to wear respirators and undergo annual fit testing as a condition of employment.

OTHER REQUIREMENTS

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

NOTE: All employees of the City of Nevada City are designated by both State law and city personnel rules to be available for assignment to perform public safety services not specifically stated herein in the event of emergency or disaster, as deemed necessary by the city. Such assignments may be in the event of either a declared or undeclared emergency or natural disaster that threatens the life, health and/or safety of the public and may be to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

There will be mandatory training throughout the course of employment.

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