

**City of Sebastopol
Job Description**

Job Title: Water Treatment Plant Operator/Maintenance Worker III
Division: Miscellaneous
Department: Public Works
Location: Corporation Yard
Shift: Daytime
Reports To: Public Works Superintendent
Prepared By: Public Works Superintendent
Approved By: City Council
Approved Date: June 18, 2013
FLSA Status: Nonexempt

SUMMARY

Under general supervision; responsible for the day-to-day operation, performance, and maintenance of the City's Water Treatment Facility, well heads, booster pumps, reservoirs, backflow prevention devices, and sewer lift stations; to operate light and moderately heavy power-driven equipment; to perform a variety of semiskilled or skilled manual tasks and to do specialized skilled jobs as required.

ESSENTIAL AND MAJOR DUTIES AND RESPONSIBILITIES include the following. These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title. Other duties may be assigned.

Major Portion of Time: Inspect well heads, booster stations, and reservoirs in the water supply system; make adjustments to plant flows based upon demand and water quality; maintain operating logs and related records; make repairs and adjustments to filtration, pumping, chlorinating, chemical feed, monitoring, and recording equipment as needed; take periodic water samples and perform water quality tests; perform flow tests and check elevations and turbidity of raw water sources under various pumping rates.

Essential Duties: Monitor and report any water quality deficiencies or reduction of pressure in the system; interpret recordings as to the water treatment facility or well performance; mix chemicals required for the optimum performance of the water treatment plant; respond to citizen inquiries; test and repair backflow prevention devices; maintain sewer lift stations in the collection system; operate light and heavy power-driven equipment including loader, backhoe, dump truck, oiler, and roller in the construction, maintenance and repair of City streets, water and sewer services or in other public works maintenance activities; oil, patch and resurface streets and other roadways; clean and repair water and sewer lines and mains as necessary; excavate trenches for the installation of water and sewer lines; paint and/or install street signs, stop signs, fire hydrants and curbs; install water meter services, water mains, valves and hydrant laterals; perform minor plumbing and electrical repair and installation work as necessary; maintain and repair City public buildings; respond to emergency calls.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

Knowledge of: Water treatment practices and techniques; distribution system practices and techniques; functions and operation of water and sewer pumping equipment such as pumps, motors, chlorinators, and related equipment; chlorine residual monitors; principles of electricity, electronics, pneumatics, pumping, hydraulics, and backflow prevention devices as related to the areas of responsibility; familiarity with PLC's, SCADA, Microsoft Excel, Microsoft Word, Mac.

Ability to: Establish and maintain cooperative relationships with those contacted in the course of work; understand and follow oral and written instructions; monitor the operation of equipment and correct any defects in operation; maintain records and prepare reports; make major and minor repairs to filtration, pumping and related equipment; operate light equipment; work from plans, sketches, and written instructions; perform heavy manual labor and lift up to 100 pounds; tolerate changes in outside temperatures from winter to summer, and tolerate dust, pollen, wind, and rain; work flexible hours, including weekends and holidays; sit or stand for periods of up to four hours in duration; walk on uneven or steep ground; ability to operate heavy equipment.

EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED); or two years of experience in the operations, maintenance, and repair of a water treatment facility along with basic distribution operation, and sewer collection system.

Necessary Special Requirements: Grade 1 (T-1) Water Treatment certificate and Grade 1 (D-1) Water Distribution certificate issued by the California Department of Public Health (CDPH); Backflow tester certificate within one (1) of employment; possession of a valid Class C California driver's license with copy of driving record. Applicant shall provide copies of current certificates/licenses with application, and as an employee shall maintain valid certificates throughout employment.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers of employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

OTHER QUALIFICATIONS

Establish and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.