



October 2020
FLSA: Non-Exempt

OPERATOR III (1 STEP)

DEFINITION

The Operator III position performs the full range of operations during assigned shift at the District's wastewater treatment plant; performs basic laboratory testing and sample collection; demonstrates a full understanding of all applicable policies and work methods associated with assigned duties; integrates special project work with regular work schedules, develops treatment plant and processing operating procedures. Performs shift supervisor responsibilities when working as the designated operator-in-charge; and performs other job-related duties as required.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Shift Supervisor and Operations Superintendent, with occasional direction from Director of Operations & Maintenance. May receive functional supervision from other District management staff.

CLASS CHARACTERISTICS

This is the journey-level class in the Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including filling shift supervisor on assigned shift, independently making decisions related to control, operations, and independently performing the full range of duties.

As needed, performs acting Shift Supervisor tasks including leading and overseeing a work crew. This classification performs a full range of duties, monitors and operates control devices, troubleshoots a variety of equipment, monitors treatment plant processes and records data, operates chemical processes, chemical systems and power generating systems etc. Perform related duties as required.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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.

All duties are considered essential functions. There are no marginal job functions for this position.

- Operates and maintains wastewater treatment unit processes and associated equipment.
- Monitors gauges, meters, control panels, recorders, etc., observing variations in operating conditions and makes operational adjustments as necessary to achieve optimal treatment.
- Operates and monitors Supervisory Control and Data Acquisition (SCADA) systems; revises equipment settings as appropriate in accordance with the District's current NPDES discharge permit.
- Enters data in operating logs and data bases.
- Inspects equipment operation and reports faulty operation to Operations Shift Supervisors.
- Performs sampling.
- Performs laboratory analyses to ensure adequate process control.
- Recognizes equipment and process problems, prepares workorder requests for maintenance and repair when needed and works with Operations Shift Supervisors to resolve problem.
- Assists in training Operators (OIT, I, and II).

- Performs housekeeping and landscape maintenance duties, keeping the plant site clean and in good working order
- Responds to emergency or abnormal facility situations outside of normal work shift.
- Facilitates tours of the plant to the public.
- Required to work rotating shifts.
- May be required to be on “standby”.
- Creates and updates Job Hazard Analyses and Standard Operating Procedures.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operator II duties and specific knowledge of design applications, operations, control, and calculations involved in treating wastewater.
- District policies and procedures.
- District health & safety manual.
- Methods, materials, tools and equipment used in the operation, maintenance, inspection, and repair of the wastewater treatment plant components.
- Mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.
- Occupational hazards in wastewater treatment plants and safety measures to be implemented.
- Strong communication skills in both verbal and written forms.
- Computerized Maintenance Management System (CMMS), Supervisory Control and Data Acquisition (SCADA) and Distributed Control Systems (DCS).
- Mathematics, chemistry, and microbiology.
- Applicable public health and governmental regulations pertaining to the NPDES permit.
- Operation and routine preventive maintenance of mechanical, electrical, and data processing equipment common to a wastewater treatment facility.

Ability to:

- Perform Operator II duties and fill the position of Shift Supervisor as required.
- Observe plant operations and understand operational limits.
- Analyze and interpret trends and graphs and implement appropriate action.
- Operate sludge hauling vehicles as required.
- Communicate with irate or difficult people, accept constructive criticism from supervisors, co-workers, and subordinate employees.
- Perform, analyze, and interpret laboratory tests for the purpose of making operational adjustments.
- Operate and maintain equipment used in wastewater treatment processes.
- Recognize equipment and system process problems.
- Recognize needed repairs.
- Troubleshoot equipment and plant processes.
- Learn and observe all appropriate safety precautions as required by the District including, but not limited to, Cal/OSHA General Industry Safety Orders, the District's Respiratory Protection Program, and District Safety Directives.
- Work standby, various rotating shifts, weekends, and holidays as assigned.
- Respond to emergencies on an on-call basis, 24 hours per day, 7 days per week.

Education and Experience:

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

Graduation from high school or equivalent.

Three (3) years of experience in the operation and maintenance of a wastewater treatment plant while in possession of a Grade II or higher Wastewater Plant Operator' Certificate issued by the California State Water Resources Control Board or equivalent combination of experience and education.

Licenses and Certifications:

Possession of a current Grade III or higher Wastewater Plant Operator's Certificate of Competence issued by the California State Water Resources Control Board at the time of application.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

PHYSICAL DEMANDS

[LINK to Operator III Physical Demands](#)

ENVIRONMENTAL CONDITIONS

Working indoors and outdoors. Excessive heat, cold and rain during weather seasons.

WORKING CONDITIONS

Position is required to work standby, various rotating shifts, weekends, and holidays as assigned.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.