

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: WATER TREATMENT OPERATOR

Department: Operations and Maintenance

FLSA Status: Non-Exempt

Division: Operations

Position Type: Full Time

Reports to: Operations Supervisor

Revision Date: January 2012

POSITION SUMMARY

Working individually or under direct supervision, this highly skilled position tasks the incumbent with the responsibility for either the remote operation of the District's water distribution system and its associated facilities, or to operate the 65 mgd Lake Bard Water Filtration plant. Position requires that an applicant possess DOHS Water Treatment Operator Grade 3 and Water Distribution Operator Grade 3 certificates; have a strong working knowledge in the operation of water distribution systems and the treatment of water; display good judgment and work under pressure situations; be capable of comprehending complex processes and systems; and be able to effectively communicate. Operation of the distribution system involves monitoring and controlling valves, pumps, wells, hydroelectric generators and associated equipment at over forty facilities to supply, store and distribute water to over 20 retail agencies and 550,000 residents in Ventura County. Lake Bard WFP is a direct filtration plant that uses ozone along with all other chemicals typically used to process and disinfect water.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 duties and responsibilities.

- Operates Supervisory Control and Data Acquisition (SCADA) system to monitor and efficiently operate the potable and reclaimed water distribution systems that include reservoirs, pumping plants, pressure regulating stations and hydroelectric generating stations.
- Monitors the backwash process of filters by removing and placing into service filter beds in accordance with water flow changes.
- Unloads, stores, transfers, mixes chemicals and makes chemical feed adjustments as directed.
- Operates the wash water treatment system using the return pumps, the vacuum collector basin and chemical feeds.
- Operates and performs maintenance of the ozone generation system and makes adjustments accordingly.
- Makes regular assessments of water flow, turbidity, pressure, chemical usage, residuals, temperatures and other pertinent data to maintain proper plant operating conditions.

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- Operates manually controlled equipment, motors and pumps used in the treatment, purification and disinfecting of water.
- Takes samples and readings at established times, performing standardized water quality analysis and adjusts chemical feeders and other plant equipment according to results.
- Takes accurate meter and chart readings, interpreting information to determine the daily water use.
- Assists various Operations and Maintenance staff in field measurements, calibration, chart runs and other technical tasks for monitoring and control.
- Learns to perform preventative maintenance and emergency repair on equipment used in the disinfection process.
- Monitors pressure and flow data, routine field activities and facilities security responding to alarms, equipment failures, security violations and taking the necessary actions to maintain a reliable water supply.
- Collects, analyzes and interprets computer generated data and takes appropriate action.
- Maintains a variety of records, reports and logs for the water filtration plant and the distribution system.
- Receives delivered materials, recording shipments and storing items.
- Know how to read and interpret piping and distribution blueprints.
- Handles reception of phone calls and visitors after regular business hours and on an as needed basis.
- Be responsible for their own safety and the safety of coworkers by recognizing hazards and potentially hazardous situations, and having an awareness of safe practices on the job site.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not include supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactorily manner. 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.

Education and Experience

A high school diploma or general education degree (GED) or a minimum of four years related experience and/or training or equivalent combination of education and experience is required. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Should have the ability to compute rate, ratio, and percent and to draw and interpret graphs and charts.

Skills and Abilities

Should be able to write internal memoranda; plus be able to communicate and interact effectively with peers and external personnel to establish and maintain cooperative working relationships. The position requires the individual to apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form and be able to solve day-to-day problems, which may occur in stressful

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environments. Must have a thorough knowledge of the District distribution and treatment systems, water hydraulics and water quality regulations. Ability to compile, evaluate, diagnose and analyze complex data and information from current information and historical trends, and be able to recommend and take appropriate actions. Demonstrate initiative, dependability and the ability to operate independently on unsupervised shifts. The Water Treatment Operator must be able to read measurements and recording information and be able to interpret results to make adjustments to both the distribution and treatment systems.

EQUIPMENT TO BE USED

Must be able to use radio and telephones to communicate and may be called upon to operate the District's outboard pontoon boat on Lake Bard. May operate a vehicle to travel to other District facilities for inspection and water sample collection. Be able to use computer equipment to monitor the status and operation of the distribution and treatment processes, office equipment; such as, computer terminals, copiers, printers and FAX machines.

PHYSICAL DEMANDS

The physical demands described 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 regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit and is occasionally required to climb stairs and ladders or balance and stoop, kneel, crouch, or crawl; and taste or smell. The Water Treatment Operator must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must have the ability to be able to wear and operate a half and full face air purifying respirator and a supplied air system.

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.

The employee works in the industrial environment of the water treatment plant, well fields, support structures and confined space environments, and is exposed to moving mechanical parts. The work involves the use of toxic and hazardous chemicals used in the water treatment process.

The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. The Water Treatment Operator must be able to work rotating shifts of eight hours and twelve hours and be able to respond to a request to work on short notice. The job requires the employee to agree in writing to have an "on the

job” paid meal period; in that, the nature of the employee’s work will prevent the employee from being relieved of all duty.

SPECIAL REQUIREMENTS

The individual must possess a current California Operators license and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.

The applicant will agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District. The applicant will agree to authorize background reference checking with past employers and personal references.

Employee must possess Grade 2 Water Distribution Operator Certification at the time of hire or advancement and be able to obtain Grade 3 Water Distribution Operator Certification within eighteen months. The employee must also possess Grade 3 Water Treatment Operator Certification at the time of hire or advancement.

Also the employee must be able to handle and use typical cleaning materials and analytical chemicals used in water quality testing. The operator must be able to work around chlorine and other chemicals used in the treatment of water which are classified by Title 8, California Occupational Safety and Health Regulations, Code Section 339 as extremely hazardous materials and copper sulfate which is a toxic material.