



CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: WATER TREATMENT OPERATOR
Division: Operations and Maintenance
Reports To: Operations and Water Quality Supervisor
Position Type: Full Time
FLSA Status: Non-Exempt
Revision Date: September 2021

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 the operation of the District's 65-million-gallon Lake Bard Water Filtration plant. Position requires that an applicant possess California Department of Health Services Water Treatment Operator Grade 3 and Water Distribution Operator Grade 3 certificates. Also required is a strong working knowledge of the operation of water distribution systems, the treatment of water and the ability to exercise good judgment in pressure situations. 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 Water Filtration Plant is a direct filtration plant that uses ozone along with other chemicals used to process and disinfect water.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required for this job. Omission of specific duties do not exclude them from the position if the work is similar, related or logically assigned to this position.

Water Treatment Operator Duties

- Operate the District's 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.
- Monitor the backwash process of filters by removing and placing into service filter beds in accordance with water flow changes.
- Unload, store, transfer and mix chemicals and make chemical feed adjustments as directed.
- Operate the wash water treatment system using return pumps, a vacuum collector basin and chemical feeds.
- Operate and perform maintenance of the ozone generation system and make adjustments accordingly.
- Make regular assessments of water flow, turbidity, pressure, chemical usage, residuals, temperatures and other pertinent data to maintain proper plant operating conditions.
- Operate manually controlled equipment, motors and pumps used in the treatment, purification and disinfecting of water.
- Take samples and readings at established times and perform standardized water quality analysis and adjusts chemical feeders and other plant equipment according to results.
- Take accurate meter and chart readings and interpret information to determine the daily water use.
- Assist Operations and Maintenance staff in field measurements, calibration, chart runs and other technical tasks for monitoring and control.
- Learn to perform preventative maintenance and emergency repair on equipment used in the disinfection process.
- Monitor pressure and flow data, routine field activities and facilities security responding to alarms, equipment failures, security violations and take necessary actions to maintain a reliable water supply.

- Collect, analyze and interpret computer-generated data and take appropriate action.
- Maintain records, reports and logs for the water filtration plant and the distribution system.
- Receive delivered materials and record shipments and storing items.
- Read and interpret piping and distribution blueprints.
- Responsible for their own safety and the safety of coworkers by recognizing hazards and potentially hazardous situations and being aware 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.

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 draft and interpret graphs and charts.

Skills and Abilities

A Water Treatment Operator must have the ability to:

- Write clear and concise internal memoranda.
- Communicate and interact effectively with peers and external personnel and establish and maintain cooperative working relationships.
- Apply common sense understanding in carrying out instructions in written, oral or diagram form and be able to solve day-to-day problems, occasionally in a stressful environment.

- Have a thorough knowledge of the District distribution and treatment systems, water hydraulics and water quality regulations.
- Compile, evaluate, diagnose and analyze complex data and information from current information and historical trends and, based on these analyses, recommend and/or take appropriate action(s).
- Demonstrate initiative, dependability and the ability to operate independently on unsupervised shifts.
- Read measurements and recording information and be able to interpret results and accordingly adjust both the water distribution and treatment systems.

EQUIPMENT TO BE USED

Radios and telephones are used to communicate. The employee may be called upon to operate the District's outboard pontoon boat. May operate a vehicle to travel to other District facilities for inspection and water sample collection. Computer equipment is used to monitor the status and operation of the distribution and treatment processes.

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.

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 to taste or smell. A 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. There is a risk of electrical shock and exposure to vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. A 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, i.e., the nature of the employee’s work will prevent the employee from being relieved of all duty.

SPECIAL REQUIREMENTS

- 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.
- 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.
- Agree to authorized background reference checking with past employers and personal references.
- 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.
- Lastly, 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.

EQUAL OPPORTUNITY EMPLOYER

Calleguas Municipal Water District is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, genetic information, pregnancy, gender identification or other protected characteristic as outlined in federal, state or local laws.