

CARMICHAEL WATER DISTRICT
Classification Specification

Job Class: Treatment Operator (TO) Series (TO1 – TO4)
FLSA Status: Non-Exempt
Supervisor: Production Superintendent
Effective Date: August 2, 2018

Description

Under supervision, Treatment Operators in this series perform a variety of semi-skilled and skilled labor in the areas of operation, maintenance and repair of potable water production facilities and distribution system operations.

Distinguishing Characteristics

Treatment Operator 1 (TO1): This is an entry level class in the Treatment Operator series. Operators in this class work under close supervision while learning job tasks. Distinguished from other classes within the series by the possession of required certification and by the knowledge and ability to perform the full range of duties assigned.

Treatment Operator 2 (TO2): This is the intermediate level class in the Treatment Operator series. Distinguished from other classes within the series by the possession of required certification and by the knowledge and ability to perform the full range of duties assigned at an intermediate level.

Treatment Operator 3 (TO3): This is the journey level class in the Treatment Operator series. Distinguished from the Treatment Operator 2 (TO2) by the possession of required certification, by the knowledge and ability to perform the full range of duties assigned at an advanced and independent level including serving as shift operator, and being able to perform on-call duties.

Treatment Operator 4 (TO4): This is the journey level class in the Treatment Operator series. Distinguished from the Treatment Operator 3 (TO3) by the possession of required certification, by the knowledge and ability to perform the full range of duties assigned at a proficient and independent level including assuming responsibility of the water production system in the absence of the Production Superintendent.

For open positions in this series, operators may be advanced provided they meet the required certification level, experience and minimum qualifications for the job class as described in the Treatment Operator Series job description.

Supervision Received and Exercised

Treatment Operator 1 (TO1): Receives immediate supervision from the Production Superintendent or District Designated Representative and may receive technical and functional direction from journey level operators.

Treatment Operator 2 (TO2): Receives immediate supervision from the Production Superintendent or District Designated Representative and may receive technical and functional direction from journey level operators.

Treatment Operator 3 (TO3): Receives immediate supervision from the Production Superintendent or District Designated Representative and may receive technical and functional

direction from other journey level operators. May exercise technical and functional direction over less certified or experienced treatment operators.

Treatment Operator 4 (TO4): Receives immediate supervision from the Production Superintendent or District Designated Representative and may receive technical and functional direction from other journey level operators. Exercises technical and functional direction over less certified or experienced treatment operators.

Essential Duties and Responsibilities

The following duties are typical for this classification series. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform excellent timely customer service.
- Perform general maintenance activities (i.e. maintain, clean, oil, lube, store, etc.), and general housekeeping (i.e. sweep, clean, landscape, and trim bushes and trees), facilitate repairs as needed, and complete safety and compliance activities (i.e. inspection, logs, reports, etc.) which include but are not limited to:
 - Vehicles.
 - Equipment.
 - Facilities.
 - Tools.
 - Lockout/Tagout procedures.
 - Confined space procedures.
- Attend, support and participate in training.
- Use a variety of hand and power tools.
- Operate motor vehicles.
- Participate and comply with safety programs and procedures for employees.
- Comply with all District policies and procedures (i.e.: Policy Manual, Rules and Regulations Manual, Emergency Response Plan, IIPP, etc.).
- Ensure all work performed is completed to District standards.
- Operate a variety of standard office equipment, telephone, electronic devices (i.e. laptop, smart phones, tablet, GPS, etc.), personal computer and software applications for word processing, graphic presentations, spreadsheets, and other job-related software (i.e.: SCADA system).

Additional Essential Duties and Responsibilities for Treatment Operator 2 (TO2)

- Maintain the District's water production facilities, membranes, telemetry, pumps, compressors and chemical feed equipment.
- Perform a variety of water quality tests such as pH, chlorine residual testing, temperature, turbidity, particle counting, and coliform tests.
- Prepare water quality spreadsheets and reports.
- Collect samples and perform laboratory analysis.
- Perform required equipment calibration on a variety of water quality monitoring equipment.
- Operate SCADA (Supervisory Control and Data Acquisition) computer to control flow of water, chemical feed and distribution system pressures; monitors gauges and meters; maintain shift log.
- Work independently, demonstrate initiative and independent thinking, and provide

recommendations.

- Operate power-driven equipment (air compressor, forklift, chlorine delivery truck).
- Conduct flushing activities within the District.
- May provide training to other employees.
- Perform excellent timely customer service including but not limited to:
 - Inform customers of scheduled backflow testing.
 - Investigate water quality complaints.
 - Take necessary action to correct situations.
 - Perform conservation patrol as required.
 - Collect routine water quality samples for laboratory testing.
- Maintain compliance with laws, rules, regulations and ordinances relating to District activities.

Additional Essential Duties and Responsibilities for Treatment Operator 3 (TO3)

- Perform on-call procedures as required, including evenings, weekends, holidays and emergencies.
- Perform backflow device testing.
- Provide training to other employees.
- Perform as shift operator and may exercise technical and functional direction over less certified or experienced treatment operators including but not limited to:
 - follow all safety standards.
 - secure job sites and work areas to protect District employees, the general public and vehicular traffic (i.e. traffic control).
 - employ proper personnel protective equipment (PPE) standards.

Additional Essential Duties and Responsibilities for Treatment Operator 4 (TO4)

- Diagnose water production operational problems, problem solve, make corrections, and report.
- Assume responsibility of the water production system in the absence of the Production Superintendent.

Qualifications

Treatment Operator 1 (TO1):

Operators in this class must possess **knowledge and abilities** identified below:

Knowledge of:

- Operating principles of water production equipment and machinery.
- Principles of mathematics, biology and chemistry.
- Standard safety practices and programs.
- Effective preventative maintenance programs.
- Customer service

Ability to:

- Safely operate motor vehicles and power-driven equipment (i.e. air compressor, forklift, chlorine delivery truck).
- Use a variety of hand and power tools.
- Follow both oral and written instructions.
- Perform assigned duties.
- Perform water treatment mathematical calculations.

- Perform physical labor requiring strength, dexterity and agility.
- Communicate clearly and concisely both orally and in writing.
- Exercise good judgment.
- Effectively manage time and workload to maximize productivity.
- Establish and maintain cooperative working relationships.
- Operate a variety of standard office equipment, telephone, electronic devices (i.e. laptop, smart phones, tablet, GPS, etc.), personal computer and software applications for word processing, graphic presentations, spreadsheets, and other job-related software (i.e.: SCADA system).
- Effectively represent the District with the public, community groups, contractors, and other organizations.

Treatment Operator 2 (TO2):

Operators in this class must possess *intermediate knowledge and intermediate abilities* of Treatment Operator 1 (TO1) in addition to those identified below:

Knowledge of:

- Principles and practices of water production system operations and maintenance processes.
- Principles of membrane filtration.
- Hazardous chemicals used in water treatment.
- Methods for conducting and interpreting water quality analysis.
- Regulatory compliance requirements.
- Surface and groundwater contaminants.
- Current and emerging water regulations.
- Safety programs specific to the water industry.

Ability to:

- Operate, maintain and repair water production equipment.
- Skillfully use a variety of hand and power tools.
- Work independently, demonstrating initiative and independent thinking.
- Identify and report unusual, inefficient, or dangerous operating conditions.
- Use computer efficiently. Proficient with software packages including Word and Excel.
- Organize data, maintain records, and prepare reports.
- Understand, interpret and apply laws, rules, regulations and ordinances relating to District activities.

Treatment Operator 3 (TO3):

Operators in this class must possess *advanced knowledge and advanced abilities* of Treatment Operator 2 (TO2) in addition to those identified below:

Knowledge of:

- Principles and practices of lead supervision.
- Maintenance and operations activities of an operational water treatment facility.
- Backflow and Cross-Connection.
- SCADA systems used in the water industry.
- Customer service techniques and conflict resolution.

Ability to:

- Perform assigned on-call duty, making operational adjustments as required.
- Perform advanced level water treatment mathematical calculations.
- Effectively train less qualified personnel.

Treatment Operator 4 (TO4):

Operators in this class must possess *proficient knowledge and proficient abilities* of Treatment Operator 3 (TO3) in addition to those identified below:

Knowledge of:

- Membrane filtration technology including but not limited to: types of membranes, cleaning procedures and pinning.
- Budgeting practices.

Ability to:

- Diagnose water production operational problems and provide recommendations.
- Solve problems and provide corrective action with little or no supervision.
- Explain production processes clearly and concisely.
- Manage department safety program.
- Plan, schedule and coordinate field repair operations.
- Assume responsibility of the water production system in the absence of the Production Superintendent.

Physical Requirements

The physical requirements herein 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 job functions.*

- May travel occasionally by airplane conducting District business.
- Travel regularly by vehicle for District related duties and activities.
- Communicate orally and in writing with District management, co-workers, and the public in one-to-one and group settings.
- Vision and hearing within normal ranges with or without correction.
- Regularly use telephone for communications.
- Regularly use electronic devices.
- Typically work in a field environment doing the following physical activities:
 - Occasionally: sit, bend (waist), squat, climb, kneel, crawl, twist, grasp, fine manipulation, push, pull, operate equipment/stationary machinery, operate vehicle or mobile equipment, operate heavy machinery, ride in a vehicle, dig or use hand tools, lift and carry up to 60 lbs.
 - Frequently: walk, stand, bend (neck), repetitive use of hands, reach above and below shoulder level, lift and carry up to 10 lbs.
 - Differentiate between and perceive color, sound, smell, taste, texture and form.
- Occasionally work in an office environment: at a desk or table, sit or stand for extended time periods.

Environmental and Working Conditions

The environmental and working conditions herein 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 performance of this position requires exposure to job site, distribution and production areas where:
 - Exposure to environmental conditions:
 - Occasionally: Dusts/mists/fumes/smoke/gases, wet damp surfaces, extreme heat/cold, noise, chemicals/caustics, confined space, heights, allergenic plants/materials.
 - Both indoors and outdoors in all weather conditions and significant temperature changes between cold and heat.
 - Regularly work around machinery with moving parts or stationary equipment.
 - Regularly work on various types of terrain and footing which may be slippery or uneven.
 - Regularly work around moving objects or vehicles.
 - Certain areas require the use of personal protective and safety equipment (i.e. hard hats, steel toed boots, safety glasses and hearing protection).
- Occasionally work indoors in ambient room temperatures and lighting and be around office equipment as found in a typical office environment.

Education, Experience, and Certification

Required:

- Equivalent to the completion of the 12th grade.

Treatment Operator 1 (TO1):

- Possess and maintain a 40 Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Certificate within 6 months from date of hire.
- Possess and maintain a California State Water Resources Control Board (SWRCB) Grade T1 Certification within 12 months or 2 consecutive exam periods from date of hire.
- Possess and maintain a SWRCB Grade D1 Certification within 12 months or 2 consecutive exam periods from date of hire.
- Possess and maintain a SWRCB Grade T2 Certification within 24 months or 4 consecutive exam periods from date of hire.

Treatment Operator 2 (TO2):

- Possess and maintain a SWRCB Grade T2 Certification.
- Possess and maintain a 40 Hour HAZWOPER Certificate within 6 months from date of hire.
- Possess and maintain a SWRCB Grade D1 Certification within 12 months or 2 consecutive exam periods from date of hire.
- Possess and maintain a SWRCB Grade T3 Certification within 24 months from date of hire.
- One full-time year of increasingly responsible experience equivalent to a Treatment Operator 1 (TO1) with the Carmichael Water District.

Treatment Operator 3 (TO3):

- Possess and maintain a SWRCB Grade T3 Certification.
- Possess and maintain a 40 Hour HAZWOPER Certificate within 6 months from date of hire.
- Possess and maintain a SWRCB Grade D2 Certification within 12 months or 2 consecutive exam periods from date of hire.
- Possess and maintain an American Water Works Association (AWWA) Backflow Prevention Assembly Tester Certification within 12 months from date of hire.
- Two full-time years of increasingly responsible experience equivalent to a Treatment Operator including one full-time year equivalent to a Treatment Operator 2 (TO2) with the Carmichael Water District.

Treatment Operator 4 (TO4):

- Possess and maintain a SWRCB Grade T4 Certification.
- Possess and maintain a SWRCB Grade D2 Certification.
- Possess and maintain a 40 Hour HAZWOPER Certificate within 6 months from date of hire.
- Possess and maintain an AWWA Backflow Prevention Assembly Tester Certification within 12 months from date of hire.
- Four full-time years of increasingly responsible experience working as a Treatment Operator including two full-time years equivalent to a Treatment Operator 3 (TO3) with the Carmichael Water District.

Licenses

Required:

- Possess and maintain a valid California Class C driver's license.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.
- While a California Commercial Driver's License with a Hazardous Materials Endorsement (HME) is not required for the job position, the District reserves the right to require this license based on regulatory or operational changes that necessitate the need for such licensure as a management right without any obligation to meet and confer with the Union. To the extent the District will require a California Commercial Driver's License with a Hazardous Materials Endorsement (HME), it will provide 90 days advance notice to current employees to provide an opportunity to obtain the license.

License and Certification Maintenance: Employee is responsible to complete the designated number of contact hours (i.e.: continuing education and/or training requirements) and licensing requirements to maintain all required licenses and certifications as a condition of continued employment.

NOTE: The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.