

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: January 21, 2021

Item description/summary: Water Treatment Plant Operator position

One of our two Water Treatment Plant Operators recently lateraled into the Water/Parks Department Manager position. The Water Treatment Plant Operator positions are crucial to District operations. This position requires having a Grade II Water Treatment Operator Certification and a Distribution III Operator Certification.

Fiscal Analysis:

This is already a budgeted position.

Sample Motion/Staff Recommendation:

Consider authorizing opening the Water Treatment Plant Operator position and then filling said position via District policies – D/A

Prepared by:

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OLIVEHURST PUBLIC UTILITY DISTRICT
WATER TREATMENT PLANT OPERATOR

DEFINITION

Under general supervision, positions in this class perform a variety of water treatment plant operations, storage and regulatory programs as assigned and a variety of technical tasks relative to assigned area of responsibility.

EXAMPLE OF DUTIES

- Maintain the operation of the Water Treatment Facilities and assure compliance with all safety and regulatory requirements.
- Observe variations in operating conditions; interpret computer, meter and gauge readings; check, standardize, and calibrate instruments, analyzers and chemical feed pumps; start and stop electric driven pumps and motors to control and adjust flow and treatment processes.
- Collect samples and perform routine laboratory tests and analysis; determine chemical and physical characteristics of raw, settled, filtered, and finished water.
- Inspect mechanical equipment for proper working order and prepare/submit work orders for mechanic and or/electrical maintenance attention; perform routine maintenance work.
- Responds to customer/citizen complaints and comments both verbally and in writing.
- Assist in training of new plant operators and other employees in work operations and job safety.
- Participate in preparation of reports to various external regulatory agencies; maintains records and documentation.
- Maintains positive public relations with emphasis on customer service.
- When delegated, temporarily assumes the responsibilities of Designated Drinking Water Distribution System Operator.
- Performs other duties and assumes other responsibilities as apparent or as delegated.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The principles, practices, and regulations related to water treatment plant operations and maintenance.
- Basic laboratory tests for water analyses.
- Operate Supervisor Control and Data Acquisition (SCADA), computer equipment to control and monitor flow of water treatment and processing chemicals through the treatment plant and water distribution system; monitor gauges and meters and record meter readings.
- Safety and hazards associated with water treatment including confined space entry and chemical hazards.
- Regulatory requirements.

Skill in:

- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Effectively work with other employees; problems or concerns.

Ability to:

- Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Stay abreast of new products and procedures.
- Use a personal computer and job-related software applications.

JOB QUALIFICATION REQUIREMENTS

Minimum requirements:

- Equivalent to the completion of the twelfth grade.
- Possession of Distribution Operator 3 Certificate.
- Possession of Treatment Operator 2 Certificate
- Possession of valid California Drivers License.
- Must be insurable by District's auto liability insurer.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.