

## **North Marin Water District**

### **WATER DISTRIBUTION AND TREATMENT PLANT OPERATOR**

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION**

Performs duties and assignments relative to the operation and maintenance of the District's water and wastewater treatment facilities and distribution system facilities (water storage tanks, pump stations, etc.) and performs other work as required.

#### **DISTINGUISHING CHARACTERISTICS**

The **Water Distribution and Treatment Plant Operator** (D&T Operator) operates the treatment plants and distribution system independently, without direct supervision; the complexity of assignments increasing with advancing skills, both at District treatment facilities and in distribution system operations.

#### **SUPERVISION RECEIVED**

Receives supervision and training from the Distribution and Treatment Plant Supervisor, Senior Distribution and Treatment Plant Operator and Senior Treatment Plant Operator, depending upon assigned work area.

#### **ESSENTIAL DUTIES** (include but are not limited to the following):

##### **Distribution:**

Determines water supply distribution requirements and regulates transmission and distribution facilities to optimize water deliveries in relation to customer demands and to maintain treated water storage at predetermined levels. Responsible for maintaining the configuration and operation of the Distribution Control and Monitoring System including troubleshooting and support of the system computers and control hardware and software and modification and upgrades as required. Coordinate source of supply with District treatment plant staff, Sonoma County Water Agency and Marin Municipal Water District. Inspect potable water distribution facilities and wastewater collection facilities, identify and correct deficiencies or issue repair orders for correction. Reviews performance data and records, identifies and reports needed improvements or revised operating criteria for increased efficiency or capacity. Conducts system operation and facilities studies and evaluation testing. Prepare and maintain operating records, and reports. Performs duties outside normal working hours or on an overtime basis as specified or as needed, and will be required to respond to off-hours alarms generated by the District's Distribution Control and Monitoring system.

##### **Treatment:**

Operates Stafford Water Treatment Plant on an assigned shift; operate West Marin water and wastewater treatment plants when scheduled; operate the Novato reclaimed water treatment plant, usually without direct supervision and often alone. Controls the treatment processes to assure continuous compliance with District and regulatory agency water quality requirements and objectives: Performs chemical and physical laboratory tests, accurately interprets test results, computer controls, gauges, meters, charts and all other treatment performance indicators. Monitors and inspects treatment process equipment and instruments for proper operation and takes corrective action as needed. Maintains operational and water quality records, prepares reports and charts, assists in treatment and water quality optimization study and test programs. Participates in training programs and advances skills.

## **OTHER DUTIES**

Performs facility and grounds maintenance duties; cleans and disinfects storage tanks; flushes distribution mains as necessary; conducts public tours of treatment facilities; performs related duties as required.

**QUALIFICATIONS** (The following minimum qualifications are necessary for entry into the class)

### Education/Experience

Sufficient experience and education necessary to perform the essential duties of a **Water Distribution and Treatment Plant Operator**. A typical way of obtaining the required qualifications is to possess a Bachelor's Degree in chemistry, biology or closely-related field or a high school diploma (or the equivalent) and completion of one semester-length course of instruction in water treatment and one semester-length course of instruction in Water Distribution.

### Knowledge/Skill/Ability

*Knowledge of:* general principles and practices of chemistry and/or biology as applied to water treatment operations; complex mathematical concepts; methods and techniques for handling hazardous chemicals; general knowledge of instrumentation and equipment within assigned work areas; occupational hazards and standard safety practices; principles and practices of hydraulics.

*Ability to:* work independently in the absence of supervision; work rotating shifts, weekends, holidays, overtime as required and be available for emergencies; operate specialized water and wastewater equipment including SCADA and safety equipment; accurately maintain records; collect water and wastewater samples and perform the appropriate laboratory tests; operate a personal computer and manipulate a programmable logic controller; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

### License/Certificate

Possession of a valid Class C California driver's license.

Possession of a California Department of Health Services Grade T3 Water Treatment Plant Operator certificate and D3 Distribution Operator Certificate.

Acquire and maintain CPR and First Aid certification within one year of initial employment.

## **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

The work requires exposure to conditions that may be hazardous or unpleasant. Position requires working in the field out of doors in all weather conditions and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handling noise-producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, upper body twisting in the performance of daily activities. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires both near and far vision while making visual checks of facilities and working on equipment. Requires light and heavy lifting, pushing a dragging of equipment and supplies in excess of 100 pounds. Employees may be exposed to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgment, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment. Ability to drive an automatic or manual transmission four-wheel drive vehicle on dirt roads in varying weather and road conditions.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

7/09
