

**North Marin Water District**

**ASSISTANT 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 **Assistant Water Distribution and Treatment Plant Operator** (Assistant Operator) is distinguished from the Treatment Plant Operator in that the latter operates the treatment plants independently. In contrast, the Assistant Operator performs assigned duties under 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 Treatment Plant Supervisor and Distribution Collection System Operator, depending upon assigned work area. May receive direction and training from Senior Treatment Plant Operators and/or Treatment Plant Operators.

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

Trains until treatment/distribution certification is received and is able to perform a full array of tasks and duties in the operation and maintenance of various water and wastewater treatment and distribution system facilities including: backwashing water filters and installing and calibrating instrumentation; controls the treatment processes to ensure continuous compliance with District and regulatory agency water quality requirements and objectives; collects water and wastewater samples; performs standardized water quality tests; monitors and interprets water and wastewater meters, gauges and charts; makes chemical and feed rate adjustments as necessary; maintains operational logs; gathers statistical data on water and wastewater operations as necessary; handles chemical and hazardous products as required; chlorinates storage tanks; operates pump stations; operates Distribution Control and Monitoring System; demonstrates a full understanding of applicable policies, procedures and work methods.

**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 an **Assistant 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.

Approved	CD
Date	1/25/08

### 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:* be trained 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 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.

Obtain a California Department of Health Services Grade T2 Water Treatment Plant Operator certificate and D2 Distribution Operator Certificate within two years of initial employment, on a schedule approved by the District.

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."