SAUSALITO-MARIN CITY SANITARY DISTRICT

WASTEWATER TREATMENT PLANT OPERATOR-IN-TRAINING

DEFINITION

Under direct or general supervision, learns, operates and performs routine semi-skilled maintenance on equipment, facilities and related appurtenances as found in a continuously-operating FFR secondary wastewater treatment plant, pump stations and related facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision and training is given by the Operations Supervisor and/or a Lead Operator. Work instruction and shift leadership may be provided by a Senior and/or Lead Operator. General supervision is given by the Plant Superintendent. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is the entry-level class in the treatment plant operations series. Initially under close supervision, incumbents learn District and operational procedures for wastewater treatment and related equipment and accessories. As experience is gained, assignments become more varied and the work is performed more independently. This class is alternately staffed with Wastewater Treatment Plant Operator I and incumbents may advance after gaining experience, obtaining the required level of certification, meeting the qualifications of and consistently performing work of the higher-level class.

EXAMPLES OF DUTIES (Illustrative Only)

- Learns to inspect and operate plant operational and remote pumping equipment and facilities on a regularly-scheduled basis; read and record readings of pumps, chemical feed systems and other treatment, influent and effluent equipment.
- Learns to and monitors automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as instructed.
- Learns to and collects wastewater, sludge and other samples from various phases of the treatment process; performs standard chemical, biological and physical tests on these samples to ensure that the plant is operating effectively and that regulatory requirements are being met.
- Learns to and operates and performs preventive maintenance on a variety of treatment plant equipment, such as pumps, filters, chemical valves, digesters, bar screens and blowers and dewatering equipment.
- Learns to and operates valves, pumps and automated controls to regulate the flow of wastewater through the plant; operates valves to dispose of wastewater effluent.
- Learns to and removes screenings and grit; cleans primary, secondary and other wastewater equipment and facilities.
- Learns to and lubricates pumps, motors, chains, conveyors and other machinery and equipment.
- Learns to and makes minor repairs to equipment; assists maintenance staff with repair work as needed.

- Learns to and performs routine maintenance painting of machinery, structures, equipment and piping systems.
- Learns to and uses a variety of hand and power tools, safety and testing equipment.
- Learns to and changes recording charts; ensures that chemical inventories are adequately maintained.
- Learns to and maintains accurate records of gauge and meter readings, chemical test results and work performed.
- Learns to and performs confined space entry and rescue.
- Observes appropriate safety procedures, including those related to the safe handling of sodium hypochlorite and other treatment chemicals.
- Attends training and safety sessions as assigned.
- Learns to and operates and maintains sanitary system pump and odor control stations.
- Performs other duties as required for the position.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, equipment and supplies required for the operation, cleaning and preventive maintenance of activated sludge wastewater treatment and disposal facilities and equipment.
- Basic chemical and physical tests of wastewater, sludge and related materials.
- Tools and equipment required for the work.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Shop arithmetic.
- Basic mechanical, electrical and hydraulic principles.
- Basic operational and preventive maintenance practices of underground piping systems, including pipes, valves, pumps, electrical motors, circuitry and related appurtenances.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Skill in:

- Learning to and operating, maintaining and repairing a variety of wastewater collection and treatment facilities and equipment.
- Learning to and recognizing and correcting or reporting unusual, inefficient or dangerous operating conditions.
- Learning to and reading a variety of gauges, charts and meters; recording data accurately and making appropriate process adjustments.
- Learning to and conducting basic chemical, biological and physical tests of wastewater, sludge and related materials.
- Learning to and using and maintaining the tools and equipment of the work skillfully and safely.
- Learning to and handling hazardous chemicals in a safe manner.

- Maintaining accurate records of work performed.
- Understanding and following oral and written directions.
- Working independently within established procedural guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

OTHER QUALIFICATIONS

Any combination of experience, training and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:
Equivalent to graduation from high school supplemented by training required by the California State Water Resources Control Board for Grade 1 certification. Completed correspondence and/or technical college courses in wastewater or environmental studies are highly desirable.

Experience:
No experience is required. Some experience in performing mechanical maintenance or repair work is highly desirable. In addition, prior wastewater intern experience is highly desirable.

Licenses and Certifications:
Must possess a valid California class C driver's license and have a satisfactory driving record. Must apply for an Operator-In-Training certificate issued by the California State Water Resources Control Board (SWRCB) within one month of employment. Must obtain at least a Grade I Wastewater Treatment Plant Operator certificate within one year of employment.

Physical Demands:
Mobility to work in a standard wastewater treatment plant and laboratory setting, and use specialized test equipment, hand and power tools and instrumentation; stamina to work in confined spaces, around machines, and to climb and descend ladders; strength to lift and carry materials and equipment weighing up to 50 pounds; vision to read printed materials, charts and gauges and a computer screen; and hearing and speech to communicate in person and over the telephone.

Other Requirements:
Must be available for regular and emergency standby and weekend and holiday assignments and to be called-back as required. May be exposed to inclement weather conditions, fumes, odors, dust, noise and potentially toxic chemicals and conditions.