

# TWENTYNINE PALMS WATER DISTRICT

## Water Treatment Plant Operator I

**STATUS:** Non-exempt  
**DEPARTMENT:** Treatment and Production  
**SUPERVISOR:** Treatment\Production Superintendent  
**HOURLY RATE:** \$33.47 - \$39.53

**SUMMARY:** Under supervision of the Treatment\Production Superintendent, performs a variety of assignments as a Plant Operator at the Fluoride Removal Plant and also field duties related to the distribution system. This includes installation, maintenance and repair of all elements of the transmission and distribution systems, water treatment/quality responsibilities; operation of the Fluoride Removal Plant with duties pertinent to plant operation, record keeping, testing and general plant maintenance; performance of related work and other duties as required. The regular working hours of this position include nights, holiday and weekend work. When necessary for the Plant Operator to remain on duty for a full 10 hours, a 30 minute paid meal period will be included in the 10 hour shift.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following; other duties may be assigned:

- Operates water treatment equipment and machinery including pumps, pressurized vessels, and chemical feeders.
- Inspects plant equipment, performs routine adjustments and preventative maintenance of plant equipment.
- Checks the operation of pumps, valves and water treatment equipment, regulates flow of water through plant.
- Performs regeneration of vessels.
- Calculates dosages and adjusts various chemical feed systems as needed.
- Reads meters, gauges, charts and instruments; interprets the meaning of various indicators and makes appropriate adjustments as necessary.
- Accurately reads and records data from gauges and meters, reads and interprets plant piping and instrumentation diagrams.
- Performs water quality tests and adjusts equipment.
- Operates SCADA system.
- Operates pilot plant system.
- Must be able to recognize unusual, inefficient or dangerous operating conditions and take appropriate action.
- Must be able to distinguish color changes on computer screens for control of processes.
- Ability to perform with minimal supervision.
- Keeps maintenance and operational records.

- Cleans inside and outside of buildings and reservoirs, including general maintenance of the plant, including, but not limited to, painting, general custodial work and upkeep of equipment.
- Unloads, stores and handles chemicals safely and properly.
- Operates and maintains telemetry system and computer system related to needs and requirements of the job.
- Fulfills continuing education requirements related to certifications and job requirements.
- Calculates flow rates and calibrates valves and feeder systems.
- Mixes and adds chemicals as needed to maintain appropriate levels.
- Collects liquid samples and performs a variety of laboratory tests.
- Performs a variety of maintenance and repair on water distribution system and appurtenances.
- Performs a variety of repairs and maintenance to wells, pumping and electrical equipment.
- Conducts daily “pump run” as required.
- Properly uses hand and power tools and equipment.
- Safely operates heavy equipment as needed to perform job functions.
- Responds to customer inquiries (pressure, water quality, etc.).
- Deals effectively and courteously with internal and external customers and the general public.
- Proper knowledge and use of safety practices and safety gear and equipment.
- Attends safety meetings as required.
- Ensures compliance with District’s Injury and Illness Prevention Program.
- Acquire and/or maintain CPR and First Aid Basic Training.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District’s insurance rates. Must have a T-2 Water Treatment Certificate and a D-II Distribution Certificate from the State of California.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or equivalent; prefer a minimum of two years’ experience with duties directly related to water quality requirements. Ability to apply standard principles of biology, chemistry and math as they relate to water treatment and water quality.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

## **KNOWLEDGE OF:**

- Principles and safe practices of water operations, treatment and distributions.
- Proper use of measuring equipment.
- State and Federal requirements and standards for potable water.
- Chemical feed equipment.
- Hydraulics and pumping.
- Wells, pumps, telemetry controls, water transmission and distribution systems and appurtenances, water treatment processes and equipment including maintenance and repair.
- District policies and procedures.
- Geography of the District and location of District facilities.

## **ABILITY TO:**

- Perform work assignments in the maintenance and repair of water treatment equipment and facilities.
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in all phases of District operations.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages related to the needs of the District.
- Establish and maintain cooperative working relationships.

**TYPICAL PHYSICAL ACTIVITIES:** The level of physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities for perform the essential duties and responsibilities.

- Travels frequently by automobile/truck in conducting daily District business.
- May travel by plane.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, industrial chemicals, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally with District management, co-workers and the public in face to face, one to one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges.

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Employee Signature	Date
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Supervisor Signature	Date
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