

City of **San José**  
CLASS SPECIFICATION

TITLE: WASTEWATER OPERATOR I/II/III (3612/3652/3653)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Wastewater Operations Superintendent or Wastewater Operations Foreperson	Non-Exempt

### CLASS SUMMARY

Under general supervision, performs a variety of work of routine difficulty involved in operation of the San José/Santa Clara Regional Wastewater Facility. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a four level flexibly-staffed class, designed to recognize increasing job expertise as demonstrated by level of certification and years of experience. This class differs from that of Wastewater Operator Trainee in that a Wastewater Operator performs work of moderate difficulty at the full working level, under general supervision. This class differs from that of the next higher class of Wastewater Operations Foreperson in that an incumbent of that class is assigned more responsible work and may provide direction and training to Wastewater Operators and Wastewater Operator Trainees. Assignments may be made to any shift in an around-the-clock operation, and incumbents must also be available for work on Saturday, Sunday, and holidays.

### QUALIFICATIONS

#### Minimum Qualifications

#### Wastewater Operator I

##### **Education and Experience**

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) and one (1) year experience as a Wastewater Operator Trainee with the City of San José *or* one (1) year experience at a Wastewater treatment facility with similar processes.

##### **Acceptable Substitution**

None.

##### **Required Licensing (such as driver's license, certifications, etc.)**

Possession of a valid California State Water Resources Control Board (SWRCB) Operator Grade I or higher Certificate and possession of a valid State of California Class C driver's license.

#### Wastewater Operator II

##### **Education and Experience**

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) and one (1) year experience as a Wastewater Operator I with the City of San José *or* one (1) year experience at a Wastewater treatment facility with similar processes while holding a valid SWRCB Wastewater

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Grade I or higher license.

**Acceptable Substitution**

None.

**Required Licensing (such as driver's license, certifications, etc.)**

Possession of a valid California State Water Resources Control Board (SWRCB) Operator Grade II or higher Certificate and possession of a valid State of California Class C driver's license.

**Wastewater Operator III**

**Education and Experience**

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) and one (1) year experience as a Wastewater Operator II with the City of San José *or* two (2) years' experience at a Wastewater treatment facility with similar processes while holding a valid SWRCB Wastewater Grade II or higher license.

**Acceptable Substitution**

None.

**Required Licensing (such as driver's license, certifications, etc.)**

Possession of a valid California State Water Resources Control Board (SWRCB) Operator Grade III or higher Certificate and possession of a valid State of California Class C driver's license.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
  - Knowledge of wastewater treatment processes.
  - Knowledge of the use and purpose, and the ability to use common hand tools and mechanical equipment.
  - Knowledge of general procedures to be used for emergencies and malfunctions.
  - Knowledge of, and ability to, operate pumps and other equipment in response to system demands.
  - Knowledge of city, state, and federal environmental quality standards.
  - Knowledge of general lock out tag out principles.
  - Ability to perform a variety of operation duties and operate a variety of wastewater treatment facility equipment.
  
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

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- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS Excel.
- Flexibility - Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	FREQUENCY*
1.	Inspects, operates, adjusts and maintains equipment in one or more areas of the wastewater treatment plant sections.	Daily
2.	Operates pumps, valves, motors, blowers, internal combustion engines, vehicles, and other related wastewater treatment process equipment.	Daily
3.	Reads and interprets gauges, dials and other process instruments, recognizes and diagnoses alarms and other warning indicators, and make necessary process and equipment adjustments to maintain process integrity.	Daily
4.	Maintains records of instrument readings.	Daily
5.	Reads and interprets SCADA (supervisory control and data acquisition) system to respond to the wastewater treatment process.	Daily
6.	Makes routine log entries.	Daily
7.	Performs routine laboratory tests used in sewage treatment process; Takes samples and performs various simple tests for process control.	Daily
8.	Removes biodegradable portions of primary, secondary, and nitrification sludges to make it less objectionable and more stable.	Daily
9.	Removes ammonia to stabilize end products and ammonia toxicity.	Daily
10.	Removes grit from equipment to reduce excessive wear.	Weekly
11.	Removes settleable organic particles and clumps to eliminate biological oxygen demand (B.O.D.) overloading.	Weekly

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12.	Removes grease, scum and floatable items to reduce odor, insect and rodent problems, and to improve other parts of the process.	Weekly
13.	Cleans, performs preventative maintenance, paints, and performs minor repair work on plant equipment treatment process equipment.	Weekly
14.	Performs process computations and graphing as required.	Weekly
15.	Washes and cleans treatment tanks and equipment.	Weekly
16.	Utilizes work safety policies, practices and procedures in a wastewater facility.	Weekly
17.	Reviews and provides improvements to wastewater facility SOP and processes.	Weekly
18.	Accurately completes work orders for use in the Computerized Maintenance Management System (CMMS).	Daily
19.	May provide training to staff and colleagues.	As required
20.	Performs other duties of a similar nature or level.	As required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Wear and use SCBA equipment and/or fitted respirator safely.
- Work safely with and around hazardous pneumatic, hydraulic or electric (up to 4160 V) machinery; portable electric, pneumatic and hydraulic actuators and pumps; remotely started and actuated equipment; and fixed and portable analysis equipment used in the operation and monitoring of the wastewater treatment process.
- Work safely with hazardous chemicals such as, but not limited to, sodium hypochlorite, sodium bisulfite, ammonium hydroxide, sodium hydroxide, iron salts.
- Operate a variety of water treatment facility equipment.
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.
- Move between/within work areas, including but not limited to sitting, climbing, balancing, stooping, talking, hearing, crouching, kneeling, lifting, fingering, grasping, feeling, crawling, reaching, standing, walking, pushing, and making repetitive hand movements.

Depending on assignment, this classification may be Sedentary up to Heavy Work.

- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

CLASSIFICATION HISTORY Created 2/80; Rev 5/88,7/92, 1/93, Rev & Ret 2/12, Rev 7/12, Rev & Ret 8/13 (formerly Plant Operator), Rev. 03/22; 3612s005