

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 Jose/Santa Clara Regional Wastewater Facility. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a three level flexibly-staffed class, designed to recognize increasing job expertise as demonstrated by level of certification and experience in specific operational process areas (i.e. primary, secondary, sludge control, nitrification, filtration, chlorination). This class differs from that of Wastewater Operator Trainee in that an incumbent of the latter works under immediate supervision in a training capacity. This class differs from that of the next higher class of WW 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

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Wastewater Operator I

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

Wastewater Operator II

Licensing: Possession of a valid California SWRCB Operator Grade II Certificate and possession of a valid State of California Class C driver's license.

Wastewater Operator III

Experience: Demonstrated knowledge and experience in at least two (2) specific operational process areas at the San Jose/Santa Clara Regional Wastewater Facility.

Licensing: Possession of a valid California SWRCB Operator Grade III Certificate and possession of a valid State of California Class C driver's license.

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Other Qualifications

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

Basic Knowledge, Skills and Abilities

- Knowledge of the operations of pumps, blowers and other mechanical process equipment powered by electric motors or gasoline engines.
- Knowledge of safety policies, practices and procedures used in a wastewater facility.
- Knowledge of methods and tools used in repair of mechanical equipment.
- Knowledge of wastewater treatment processes.
- Knowledge of city, state, and federal environmental quality standards.
- Knowledge SCADA (supervisory control and data acquisition) systems and readings/tolerances.
- Knowledge of writing/grammar standards to accurately communicate written and oral instructions to others.
- Knowledge of lab equipment information and how to use it to detect trends and problems.
- Ability to perform a variety of operation duties and operate a variety of wastewater treatment facility equipment.
- Ability to operate electric and hydraulic hoists.
- Ability to read and interpret gauges and other control instrumentation.
- Ability to recognize and diagnose alarms and other warning indicators.
- Ability to work effectively with others.
- Ability to understand oral and written communications.
- Ability to perform minor repairs on mechanical equipment.
- Ability to maintain logs, charts and graphs.
- Ability to write clearly and concisely using appropriate technical terminology.
- Ability to accurately read SCADA and respond to SCADA systems throughout the wastewater facility.
- Ability to identify and recommend improvements to wastewater facility SOP and processes.
- Ability to provide instructions and training to new operators and operators in training (OIT).
- Ability to use computers and software to complete forms, reports, and updates.
- Ability to work effectively with a diverse and wide range of personalities, experience levels, language dialects, etc.
- Ability to apply concepts of physical and mechanical theories for use with mechanical equipment, tools and devices.
- Ability to concisely and accurately complete work orders for use in the Computerized Maintenance Management System (CMMS).
- Ability to wear and use SCBA equipment safely.
- Ability to work safely with hazardous machinery, i.e., electric portable actuators, SO₂ residual analyzer.
- Ability to work safely with hazardous chemicals hydrochlorite, sodium bisulfite, ammonium hydroxide, sodium hydroxide, and raw sewage.

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Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of routine laboratory tests used in sewage treatment process.
- Ability to provide training to new Wastewater Operators, Wastewater Operator Trainees and Wastewater Attendants.
- Ability to operate a variety of water treatment facility equipment.
- Ability to read dials, gauges and other process instruments correctly and interpret and record reading.
- Ability to perform routine laboratory analyses.
- Ability to inspect, operate, adjust, and maintain equipment in one of the wastewater treatment facility sections.

DUTY NO.	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:	FRE-QUENCY*
1.	Inspects, operates, adjusts and maintains equipment in one of the wastewater treatment plant sections (i.e., primary, secondary, sludge control, nitrification, filtration, chlorination).	Continuous
2.	Operates pumps, valves, motors, blowers, internal combustion engines, vehicles, and other related wastewater treatment process equipment	Continuous
3.	Reads and interprets gauges, dials and other process instruments, and make necessary process and equipment adjustments to maintain process integrity.	Continuous
4.	Maintains records of instrument readings.	continuous
5.	Makes routine log entries.	continuous
6.	Takes samples and performs various simple tests for process control.	Continuous
7.	Removes biodegradable portions of primary, secondary, and nitrification sludges to make it less objectionable and more stable.	Frequent
8.	Removes ammonia to stabilize end products and ammonia toxicity.	Frequent
9.	Removes grit from equipment to reduce excessive wear.	Occasional
10.	Removes settleable organic particles and clumps to eliminate biological oxygen demand (B.O.D.) overloading.	Occasional
11.	Removes grease, scum and floatable items to reduce odor, insect and rodent problems, and to improve other parts of the process.	Occasional
12.	Cleans, performs preventative maintenance, paints, and performs minor repair work on plant equipment treatment process equipment.	Occasional
13.	Performs process computations and graphing as required.	Occasional
14.	Washes and cleans preliminary, primary, secondary, incineration, and sludge treatment tanks and equipment.	Occasional
15.	Maintains and cleans designated work areas.	Occasional
16.	May provide training to new Wastewater Operators, Wastewater Operator Trainees	As required

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	and Wastewater Attendants.	
17.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY <i>Created 2/80; Rev 5/88,7/92, 1/93, Rev & Ret 2/12, Rev 7/12, Rev & Ret 8/13 (formerly Plant Operator); 3612s004</i>
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