



CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

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| Position | Wastewater Treatment Plant Operator-In-Training |
| Organization | Cambria Community Services District |
| Location | Cambria, California |
| Reports to | Wastewater Systems Superintendent or Utilities Department Manager |
| Website | www.cambriacsd.org |

DEFINITION

Under **direct or general** supervision, operates, monitors, maintains plant and collection system equipment including engines, motors, boilers, compressors and pumps to control unit processes; monitors and controls wastewater flow; performs adjustments and repairs to plant equipment; collects samples for laboratory testing; and performs minor maintenance such as flushing sludge lines to digesters, adding oil, and cleaning drains.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory and/or management staff.
Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

Operator-In-Training – This is the **entry-level class** in the plant operator series. Under close supervision, incumbents will learn basic plant operations and become familiarized with CCSD district infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Plant Operator level, but are not expected to function at the same skill level and usually exercise less independent judgment in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. **Certain functions such as process control changes are not performed at this level due to regulations and certification requirements.** Advancement to the Plant Operator level is based on demonstrated proficiency in performing the assigned functions, valid certification as a Grade I or II Wastewater Plant Operator and is at the discretion of higher level supervisory or management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Manager & SEIU Approved on 9/8/2023

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Under supervision perform assigned treatment plant rounds inspecting, monitoring and documenting plant operations by reading plant equipment gauges, dials, graphs and other instrumentation.
- Under supervision operate plant equipment including engines, motors, boilers, compressors, conveyers and pumps to control unit processes such as raw sludge pumps and primary clarifiers, digesters, belt presses, activated sludge, dissolved air flotation, scrubbers, prime movers and pumping facilities regulating the flow of wastewater through the treatment plant; ensure compliance with all local, state, and federal laws, rules, and regulations.
- Under supervision monitor and control wastewater flow and plant processes to ensure efficient and safe operation and compliance with permit requirements; perform sight and sound inspections of equipment; take readings of meters and gauges; collect wastewater and sludge samples to perform lab tests; adjust processes within authorized parameters, including plant flow, sludge pumping cycles and chemical addition units.
- Maintain equipment or working area by cleaning grit bins, screen bins, pump rooms, solids dewatering area, tunnels and general facilities.
- Perform minor operational tasks on equipment such as flushing sludge lines to digesters, adding oil, flushing y-screens and clearing drains; report malfunctions to appropriate department; perform emergency repair work on plant operation equipment, as directed, or assist other divisions with repairs.
- Respond to maintenance and construction requests to facilitate process operation equipment; perform isolations, shut-downs, tag-outs and start-ups of plant operation equipment before and after testing, maintenance and emergency repairs are performed.
- Under supervision record data related to plant operation processes, including digester temperatures, sludge density, blanket levels and dissolved oxygen reading; complete daily operating logs of routine and unusual operating or maintenance conditions encountered and any repair work performed; initiate work orders, memos and requests for maintenance repairs as necessary.
- Read and review a variety of pertinent data connected with plant operations including logs of previous shifts, lab reports, emails, status boards and bulletin boards.
- Receive and store chemicals, equipment, and parts necessary for plant operations.
- Operate a variety of equipment and tools necessary to maintain the wastewater treatment plant system and equipment.
- Perform general plant maintenance including cleaning, rolling of hoses, sweeping and removal of trash and debris; maintain work area to ensure safety and order.
- Maintain security of plant facilities.
- As assigned, provide guidance and training to less experienced Operators-In-Training.
- Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Operations, services, and activities of a wastewater treatment program.

- Principles, practices, materials, chemicals, and operating procedures related to the operation and maintenance of a wastewater treatment plant.
- Operating principles of plant equipment such as valves, pumps, and motors.
- Methods and techniques of reading and interpreting gauges, recording devices, and related

system monitors.

- Tools, equipment and procedures used in the operation and maintenance of wastewater treatment plant facilities.
- Emergency maintenance and repair procedures related to wastewater treatment facilities.
- Operational and safety regulations pertaining to wastewater treatment plant operations.
- Principles and procedures used in the proper handling of chemicals.
- Principles of chemistry, biology, and mathematics.
- Principles and procedures of record keeping.
- Occupational hazards and standard safety precautions.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- Maintain accurate and detailed logs and records of work and laboratory tests performed.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Under supervision operate, monitor, and maintain a variety of wastewater treatment plant equipment, facilities, and systems.
- Read and interpret gauges, recording devices, and related monitors.
- Under supervision collect a variety of wastewater samples and conduct appropriate tests in accordance with state and federal regulations and requirements.
- Diagnose operational problems and perform effective maintenance on equipment.
- Perform inspections and preventive maintenance of treatment plant facilities and equipment.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs, records and basic written records of work and laboratory tests performed.
- Operate assigned equipment and tools in a safe and effective manner.
- Operate office equipment including computers and applicable software applications.
- Understand and follow oral and written instructions.
- Make sound decisions within established policy and procedural guidelines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

EMPLOYMENT STANDARDS

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by the CCSD.

QUALIFICATIONS

- High school diploma or equivalent supplemented by specialized training in wastewater treatment plant operations or a related field.
- Some experience in the operation of a wastewater treatment plant performing basic operation and control of plant operation equipment and unit processes is desirable.
- Must obtain an OIT certificate within one (1) month and a valid Grade I California Wastewater Treatment Plant Operator's Certificate within one (1) year from date of employment.

- Possession of a valid California class B commercial driver's license with tanker & air brake endorsements within 6 (six) months from date of employment.

PHYSICAL DEMANDS

Must possess mobility to work in the plant; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing a minimum of 40 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.