

City of Stockton

PLANT OPERATOR
SENIOR PLANT OPERATOR

| | |
|---------------------|------------|
| Established: | Unknown |
| Resolution: | Unknown |
| Spec-Amended: | 11/20/1978 |
| Resolution: | CS5294 |
| Established: | 04/04/1988 |
| Resolution: | CC88-0182 |
| Spec-Adopted: | 10/31/1988 |
| Resolution: | CS88-091 |
| Spec-Amended: | 09/05/2002 |
| Resolution: | CS02-089 |
| Spec-Amended: | 12/07/2006 |
| Resolution: | CS06-121 |
| Title/Spec Amended: | 12/05/2007 |

DEFINITION

Operates, monitors, inspects, and performs routine maintenance on a variety of plant equipment in connection with the continuous operation of a water or wastewater treatment plant; as experience is gained, incumbents plan, organize, direct, and personally perform operational duties involved in the operation and routine maintenance of a water or wastewater treatment plant and related facilities during an assigned shift; performs related work as assigned.

CLASS CHARACTERISTICS

Entry level

Initially, under direct supervision, incumbents learn and perform a variety of duties in the routine cleaning, preventive maintenance, operation and monitoring of water or wastewater treatment plant equipment. Incumbents may advance to the Journey level after obtaining the required certifications and demonstrating proficiency at the Entry level.

Journey level

Under general supervision, incumbents have responsibility for the efficient operation and monitoring of designated water or wastewater treatment equipment during an assigned shift. Incumbents may advance to the Senior level after obtaining the required certifications and experience, demonstrating proficiency at the Journey level, and participating in the City's classified competitive process.

Senior level

Under supervision, incumbents have the lead responsibility for planning, scheduling, coordinating, directing, and reviewing the effective and efficient operation and monitoring of the water or wastewater treatment system during an assigned shift in addition to operating and monitoring various plant equipment.

PRINCIPAL DUTIES (Illustrative only)

All levels

- Operates and monitors pumps, valves, and other equipment by hand or mechanical means to regulate the flow of water or wastewater through various treatment processes; maintains an even flow to assure maximum efficiency of plant equipment.
- Take samples of water or wastewater at various stages of the treatment process and other materials at established times; makes standardized control tests.
- Operates, monitors, and adjusts chemical feed.

City of Stockton
 PLANT OPERATOR
 SENIOR PLANT OPERATOR
 Page 2 of 7

- Operates, monitors and adjusts co-generation equipment (wastewater) to ensure compliance with established standards of operations.
- Performs record keeping functions such as logging plant operations, test results, maintenance work performed, and unusual operating conditions encountered; prepares special reports as required.
- Inspects plant equipment and reports any failures or operating difficulties; initiates work orders and requests for equipment repairs; stop, start, lock out, and tags equipment as required for repairs.
- Cleans, lubricates, and performs routine maintenance of plant equipment and facilities; assists and directs routine maintenance painting of plant machinery, equipment, piping and structures; assists and directs the care of grounds adjacent to the work location.
- Picks up or receives supplies delivered and ensures that they are properly stored.
- Reads meters, gauges, charts, and instruments, and monitors continuous operation of Supervisory Control and Data Acquisition (SCADA).
- Uses common hand and power tools; drives motor vehicle in the performance of the work; operates a forklift incidentally in the performance of the work.
- Deals courteously and effectively with other plant personnel, including engineers and operations and maintenance employees, and with representatives of other agencies, private organizations, and the public.
- Performs all operation duties required to operate the water or wastewater treatment system/plant.
- Monitors developments in the field of water or wastewater treatment.
- Performs preventive maintenance, operations painting, and facility and grounds maintenance.

Journey level and Senior level (in addition to above duties for all levels)

- Directs and instructs lower level operators during an assigned shift. May train, direct, and coordinate the work of others on a daily and project basis; instructs others in the proper work methods and job safety.
- Monitors developments in the field of water or wastewater treatment; Recommends and initiates improved work methods and procedures.
- Performs and directs preventive maintenance, operations painting, and facility and grounds maintenance.

Senior level (in addition to above duties for Journey and all levels)

- Plans, organizes, assigns, and reviews the work of assigned staff; leads and directs crews.
- Performs the most skilled duties; provides technical assistance to crew members; instructs crew in work procedures and safe work practices; troubleshoots equipment problems; performs the necessary job functions to complete the tasks.

City of Stockton
 PLANT OPERATOR
 SENIOR PLANT OPERATOR
 Page 3 of 7

- Plans, coordinates, schedules, reviews, and evaluates both the operation and the routine preventive maintenance and cleaning of water or wastewater treatment equipment and facilities during an assigned shift.
- Periodically inspects plant equipment; reviews operating procedures to ensure adherence to maintenance, operation, and safety procedures.
- Reviews and evaluates a variety of operational data from computer reports, daily logs, meters and gauges; develops and implements operational changes to ensure compliance with established standards and regulations and effective and efficient operation.
- Supervises the compilation and maintenance of operations records; prepares periodic and special reports of work performed.
- Assists in training, reviewing, and evaluating the work of operations personnel.
- Prepares reports required for servicing or repair of equipment; adjusts operating schedules as required to meet changing conditions and emergencies.
- Reads and interprets plant piping and distribution plans; assists in locating and troubleshooting plant malfunctions.
- Requisitions materials, supplies, and equipment; initiates purchase requests and work orders for needed materials and for plant repairs and improvements.
- Conducts safety meetings; assists in developing training programs.
- Responds to emergency situations.
- May act as Plant Operations Supervisor on a relief basis.

MINIMUM QUALIFICATIONS

Education:

All levels:

Possession of a high school diploma or GED.

Experience/Certifications:

Entry level

If assigned to Wastewater: Valid California ~~Operator-In-Training or~~ Grade I Wastewater Treatment Plant Operator Certificate.

If assigned to Water: Valid California T-1 Water Treatment Plant Operator Certificate.

Journey level

If assigned to Wastewater: Valid California Grade II Wastewater Treatment Plant Operator Certificate.

If assigned to Water: Valid California Grade T-2 Water Treatment Plant Operator Certificate.

Senior level

City of Stockton
 PLANT OPERATOR
 SENIOR PLANT OPERATOR
 Page 4 of 7

If assigned to Wastewater: Valid California Grade III Wastewater Treatment Plant Operator Certificate.

If assigned to Water: Valid California Grade T-3 Water Treatment Plant Operator Certificate.

Licenses:

All Levels:

Must possess and maintain a valid California Class C driver's license.

Knowledge of:

All levels

- Operation, maintenance, and cleaning of advanced water treatment, or primary, secondary, and tertiary wastewater treatment equipment and facilities;
- Water or wastewater treatment principles, methods, and practices;
- Water or wastewater and shop mathematics;
- Safety rules, codes, and regulations pertaining to the work;
- Basic first aid and CPR techniques;
- Methods and precautions in storing and handling ~~chlorine and other~~ hazardous chemicals;
- Water or wastewater sampling and standard process control tests.

Senior level (in addition to above knowledge for all levels)

- Modern water treatment or primary, secondary, and tertiary wastewater treatment principles and practices;
- Applicable public health and governmental regulations;
- Water or wastewater and shop mathematics;
- Effective supervisory principles and techniques, including training, scheduling, and evaluating work; and
- Mechanical, electrical, and hydraulic principles as they relate to the operation of a water or wastewater treatment system.

Skill in:

All levels

City of Stockton
 PLANT OPERATOR
 SENIOR PLANT OPERATOR
 Page 5 of 7

- Cleaning and painting facilities and equipment;
- Accurately reading and recording data from gauges, meters, and SCADA;
- Basic operation of personal computer and other standard office equipment; and
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Journey level and Senior level (in addition to above skills for all levels)

- Operating water or wastewater treatment plant equipment, including automatic control devices without immediate or detailed supervision;
- Performing routine maintenance and making operating adjustments to water or wastewater treatment equipment;
- Recognizing unusual, inefficient, or dangerous operating conditions and taking appropriate action;
- Instructing and directing the work of lower level employees;
- Reading and interpreting plant piping and distribution diagrams and schematics;
- Performing routine control tests and adjusting plant equipment accordingly; and
- Keeping records and making oral and written reports of work performed; and

Senior level (in addition to above skills for Journey and all levels)

- Interpreting process control tests and directing the adjustment of plant operations accordingly;
- Analyzing and making recommendations for improved methods and procedures;
- Operating and performing minor maintenance to water or wastewater treatment equipment;
- Planning, organizing, directing, reviewing, and evaluating the work of others;
- Developing and revising operating schedules and procedures to meet changing conditions and to ensure safe, effective, efficient, and legal operation of plant facilities; and
- Inspecting plant facilities and recognizing inefficient, unusual, or dangerous operating conditions; maintaining records of plant operations and preparing oral and written reports and correspondence.

Physical/Mental Abilities:

- Mobility - Frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and walkingsquatting;
- Lifting - Frequent lifting up to 100 pounds;
- Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading and/or close up work; ability to see PC screens;

City of Stockton
 PLANT OPERATOR
 SENIOR PLANT OPERATOR
 Page 6 of 7

- Dexterity - ~~Frequent~~ Constant grasping, holding, and reaching; Occasional repetitive motion;
- Hearing/Talking - Frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions;
- Mental – Ability to comprehend and communicate oral and written instructions; ability to follow basic instructions and guidelines; ability to complete routine forms and basic reports and comprehend and communicate technical information;
- Emotional/Psychological - Frequent coworker contact; occasional working alone;
- Environmental Conditions – Frequent exposure to loud noise, chemicals, fumes, hazardous materials, gases, poor ventilation, exposure to extremes in temperature, humidity, wetness, and other environmental substances and constituents and odors associated with water and wastewater treatment plants;
- Working Conditions - Must be willing to work outdoors in all weather conditions and in confined areas or from heights; and ability to wear respirators and self-contained breathing equipment; and
- Special Requirements – ~~Shift, weekend Shift, weekend,~~ holiday, ~~and~~ overtime work as required, and off-hours in emergency situations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

Original signed by

TERESIA — ZADROGA-HAASE LAURIE

MONTESMARISA GUERRERO

DEPUTY CITY MANAGER/
INTERIM-INTERIM DIRECTOR
-OF HUMAN RESOURCES

DATE: February 1,

2014

City of Stockton
PLANT OPERATOR
SENIOR PLANT OPERATOR
Page 7 of 7

~~HISTORICAL NOTE: ODMA\GRPWISE\COS.PER.PER_Library\102592.1~~

| | |
|---------------|------------|
| Established: | Unknown |
| Resolution: | Unknown |
| Spec Amended: | 11/20/1978 |
| Resolution: | CS5294 |
| Established: | 04/04/1988 |
| Resolution: | CC88-0182 |
| Spec Adopted: | 10/31/1988 |
| Resolution: | CS88-091 |
| Spec Amended: | 09/05/2002 |
| Resolution: | CS02-089 |
| Spec Amended: | 12/07/2006 |
| Resolution: | CS06-121 |