



CITY OF GUADALUPE

Wastewater Treatment Plant Operator II

JOB DESCRIPTION

6/18/2021

DEFINITION:

Under the general direction of the Chief Plant Operator, performs a variety of skills & unskilled duties in the operation, maintenance and repair of the City's wastewater treatment plant and associated facilities in accordance with well-defined policies and procedures.

ESSENTIAL FUNCTIONS:

- Serves as Designated-Operator-In-Charge when the CPO is unavailable for duty.
- Performs a variety of tasks related to the preventive maintenance, inspection, and repair of wastewater collection system and equipment. Regularly monitors system through reading gauges, graphs, meters and control panels.
- Operates, maintains and troubleshoots portable generators, pumps, motors, portable flow monitoring and sampling equipment, controls, sensors, meters, tools and miscellaneous equipment related to wastewater system, operation and maintenance. May handle minor repairs of treatment plant equipment.
- Lubricates, cleans, paints and maintains pumps, motors, and lift stations; pulls pumps and motors from lift stations for repairs.
- Collects, analyzes and interprets daily water samples as required by the California Water Board for the purpose of running lab testing.
- Under the direction of the Laboratory Director, performs standardized laboratory tests for treatment plant process control.
- Conducts traffic control activities in conformance with established policies and practices.
- Ensures compliance with all safety procedures as required by Cal/OSHA and with federal and state regulations concerning wastewater treatment.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.
- Must carry emergency phone while on stand-by duty.

KNOWLEDGE/SKILLS:

- Operating principles of motors, valves, pumps and other mechanical equipment.
- Procedures of equipment involved in the installation, maintenance, upgrade and repair of wastewater collection systems and equipment.
- Knowledge of safe work practices, including chemical storage and handling.
- Ability to comprehend practices and techniques of water pumping, disinfecting, shortage, distribution and wastewater collective activities.
- Knowledge of an ability to work in and around confined spaces, toxic and hazardous conditions related to wastewater systems in a safe manner.
- Ability to establish and maintain cooperative relationships with co-workers and the public.
- Ability to exercise independent judgement, decisiveness and creativity in situations involving generally pre-defined duties that may frequently change.
- Ability to observe safety principles and work in a safe manner.

EDUCATION & EXPERIENCE:

- High School Diploma, or equivalent. Special coursework in wastewater systems and operations, preferred.
- Minimum of 2 years of previous experience and/or training involving wastewater treatment plant processes, wastewater collections systems or water distribution systems.
- Possession and maintenance of current Wastewater Treatment Plant Operator Grade II Certificate from California State Water Quality Control Board.
- Possession of a valid California Driver's License, Class C, with a satisfactory (clean) driving record is required.
- Possession of commercial drivers license desired.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally lift, carry push and pull materials and objects up to 25 pounds.
- Frequently reach above, at and below shoulder level.
- Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side.

PHYSICAL REQUIREMENTS, CONT:

- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to effectively verbally communicate to exchange information both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.
- Occasionally uses a computer and telecommunications equipment; drives motorized equipment/vehicles.
- Occasionally sits; frequently stands or walks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently works in outside weather conditions and is exposed to wet and/or humid and dirty conditions.
- Occasionally works near mechanical moving parts.
- Frequently works in contact with hazardous chemicals.

The noise level in the work environment is usually quiet in the office and moderate to loud in field settings.

This job description is not intended to be all-inclusive. The employee may also perform other reasonable related duties as assigned.

SALARY RANGE & BENEFITS

HOURLY SALARY: \$26.923-36.082, plus benefits

BENEFITS: Vacation, Sick Leave, and Holidays. Medical/Dental/Vision/Life Insurance. CalPERS Retirement Plan – 2% @ 57 formula. (Current CalPERS member – 2% @ 55.)

APPLICATION PROCESS: Go to our website at www.ci.guadalupe.ca.us to download an application and send to City of Guadalupe, Attn: HR/EG, 918 Obispo Street, P.O. Box 908, Guadalupe, CA 93434 or email to egerber@ci.guadalupe.ca.us.

DEADLINE: Friday, July 2, 2021 at 3:30pm

The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.