

**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
SENIOR TREATMENT/DISTRIBUTION OPERATOR**

**DEFINITION**

Under general supervision, performs difficult and complex operations and maintenance functions for the District's water treatment plants, pump stations and related facilities; provides training and assistance to other plant operators; performs other duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single-position classification with day-to-day responsibility for the operation and maintenance of treatment plants, pumping stations and related facilities and equipment. Training and direction are provided to other water treatment plant operators.

**TYPICAL TASKS**

*Duties may include, but are not limited to:*

- Operates, inspects, tests, performs preventive maintenance and at treatment plants, pump stations, and District headquarters; inspects, maintains and repairs air compressors, motors, pumps and injectors at treatment plants and pump stations; maintains effective work procedures and effectively resolves on-the-job problems as they occur; and maintains an adequate inventory of supplies, treatment chemicals and materials; arranges for repair or replacement of equipment that cannot be repaired by District staff.
- Records and interprets data from flow meters, strip chart recorders, data loggers, SCADA screens and reports and the like; calculates dosages and meters chemicals to be injected; makes sure chemical pumps and lines are working correctly, conducts analytical tests to document and check dosage of chemicals, and adjusts to optimize efficiency; maintains computer and other reports on treatment plant operations; prepares daily and periodic reports.
- Responds to alarms and calls relating to treatment plant and pump station operations.
- Provides training and assistance to other treatment plant operators. Oversees and participates in periodic cleaning of tanks and filters. Oversees the cleaning and maintenance of treatment plant buildings and grounds.
- Responds to customer complaints or questions regarding water quality.
- Oversees chemical dosage changes. Inspects the work of outside vendors and contractors, maintains chemical inventory and the ordering of chemicals to insure sustainable plant operations.
- Provides guidance and training to Treatment/Distribution Operators. Updates SOP's and Operation and Maintenance Manuals.

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**EMPLOYMENT STANDARDS**

**Minimum Qualifications:**

A combination of experience and education sufficient to obtain the required license(s) specified below.

**Knowledge of:**

- Methods, materials, equipment, and tools used to operate, maintain, monitor and repair water treatment plants and related pump stations and equipment.
- Laws and regulations related to the treatment and transmission of safe drinking water.
- Safety practices required in water treatment operations.
- Regulations related to confined space entry requirements.
- Spreadsheet and word processing software

**Ability to:**

- Exercise good judgment, keep calm and make appropriate decisions in emergency situations and under pressure.
- Read, understand, interpret and apply regulations related to water treatment standards.
- Maintain treatment plants in accordance with California Water Resources Control Board (CWRCB) operating permit requirements.
- Ability to edit and update Operations and Maintenance manuals and to recommend changes in the CWRCB operating permit.
- Collect samples; perform laboratory analysis and mathematical calculations.
- Calculate dosages and meter chemicals to be injected.
- Evaluate and adjust the operational parameters of a plant to optimize efficiency.
- Maintain and repair a variety of pump station and treatment plant equipment, such as air compressors, injectors, valves, filters, generators, pumps, and motors.
- Make minor repairs to electrical and alarm equipment.
- Operate a computer to input access and analyze data.
- Maintain records and prepare reports and correspondence.
- Establish effective working relationships.
- Estimate materials and equipment needs.
- Lift items up to 50 pounds.
- Drive and operate vehicles and equipment necessary for operating a treatment plant.
- Distinguish colors, such as color-coded wires or a chemical test.
- Hear and distinguish sounds, such as the voice of others in noisy environments or the sound of operating equipment.
- Perform tasks requiring strength, such as moving containers of chemicals, climbing ladders, and moving motors.

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- Perform tasks requiring manual dexterity, such as calibrating equipment, assembling tools and equipment, and pouring chemicals.
- Work in low light conditions, such as in access holes or tunnels.
- Build spreadsheets to keep track of various treatment plant functions.

**Required Licenses:**

- Possession of a valid Grade 3 Water Treatment Certificate issued by the State of California Water Resources Control Board within 24 months.
- Possession of a valid Class B California State driver's license.

**Special Working Conditions.** Exposure to: variable temperature and weather conditions; confined work spaces, such as being lowered into and performing work in access holes; heights, such as on ladders and storage tanks; high levels of noise; electrical hazards; dust; the possibility of experiencing burns, bodily injury and contact with toxic substances or chemical irritants; working alone in isolated areas. Availability to work irregular hours or work schedules, including weekends and holidays, as well as respond to twenty-four hour alarm or emergency calls.

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Each incumbent does not necessarily perform all duties.*

*Former title – Treatment Plant Operator*