



San Juan Water District
9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Position Description

Water Treatment Plant Operator IV

Status: FLSA Non-Exempt, Safety Sensitive
Supervisor: Water Treatment Plant Supervisor
Effective Date: July 31, 2026

Supervision Received and Exercised:

Receives general supervision from the Water Treatment Plant Manager and receives technical and functional supervision from the Water Treatment Plant Supervisor. May provides technical direction to less experienced personnel.

Primary Function

To perform a variety of highly skilled work in the operation and maintenance of the District's Grade T5 surface water treatment plant and related systems, equipment and program implementation. The Water Treatment Plant Operator IV is a higher level class position, distinguished from the Operator III by demonstrating a strong familiarization of the Division of Drinking Water (DDW) monthly reports, providing lead responsibilities for various programs and projects coupled with the ability to perform the full range of duties assigned, including serving as unsupervised shift operator for the District's complex system.

Essential Duties - Duties may include, but are not limited to, the following:

- Monitor, operate and adjust controls on water treatment plant, solids handling facility, support equipment and machinery such as valves, motors, pumps, chlorinators, filters, chemical feeders, flocculators and other plant equipment.
- Monitor, interpret and make appropriate changes to water pressure, flow and chemicals via the Supervisory Control and Data Acquisition (SCADA) system; monitor gauges and meters and record readings; maintain logs, records of plant operation and laboratory tests.
- Take samples and conduct standardized laboratory tests for temperature, alkalinity, turbidity, chlorine residual and pH using required chemical testing tools and equipment.
- Make adjustment to various treatment processes, controls, and operating plant equipment.
- Work necessary shifts required for manned 24 hour plant operation.
- Back fill Water Treatment Plant Supervisor duties.
- Provide appropriate response to emergencies and spills, including hazardous materials.
- Work with hazardous chemicals related to water treatment and laboratory operations; receive training in and assist in spill prevention and response at District facilities.
- Comply with the District's safety standards policies (PSM, PHA, IIPP, LOTO, Confined Space, RPP, HMBP, RMP, Heat Stress, ARC Flash, Hearing Protection, PPE, etc.) and all related safety requirements.
- Train visiting personnel and vendors in Chlorine and general site safety plans.

- Lead and participate as an active member in the District's Chlorine program (connects, disconnects, deliveries, etc.).
- Perform general plant maintenance work.
- Use a computer to enter and retrieve information related to work assignments and recordkeeping (CMMS).
- Operate as lead personnel in assigned training, operational and safety programs.
- Generate working Standard Operating Procedures (SOP's).
- Participate in plant projects from design to installation.
- Independently perform plant maintenance work.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Conduct safety inspections.
- Demonstrate a strong familiarization of the DDW reporting process.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Principles and practices of potable water treatment plant operations.
- Knowledge of current State and Federal water treatment regulations.
- Operating principles of water treatment plant equipment such as valves, pumps and motors.
- Standard principles of mathematics and natural sciences including chemistry and biology.
- Principles and methods for conducting and interpreting basic chemical water analysis.
- Principles and practices of customer service.
- Methods of operating a SCADA system.
- Applicable safety precautions and procedures.
- Computer systems and programs including; Microsoft Office (Outlook, Word, Excel,) and CMMS.

Ability to:

- Follow administrative and operational regulations.
- Diagnose water treatment operational problems and provide appropriate recommendations.
- Operate and maintain water treatment plant equipment.
- Work assigned shifts, assisting in maintenance and in making operating adjustments to pumping and electrical equipment.
- Take liquid samples and perform complex standardized laboratory tests including jar and UV254 testing.
- Recognize unusual, inefficient, or dangerous operating conditions.
- Interpret plant and piping diagrams.
- Apply District, State and Federal policies, procedures, rules and regulations.
- Read and interpret gauges and other recording devices in water treatment plant operations.
- Perform mathematical calculations.
- Perform minor and major plant repair work using a variety of tools.
- Wear protective clothing/equipment including respirator and Self Contained Breathing Apparatus (SCBA).
- Initiate and maintain effective safety practices.
- Efficiently use computer and applicable software.
- Communicate clearly and concisely, orally and in writing.

- Work independently, demonstrate initiative and independent thinking, and provide recommendations
- Establish and maintain effective working relationships with those contacted in the course of work.
- Demonstrate initiative and independent thinking and implement changes in plant operations and regulatory compliance reporting with minimal supervision.
- Demonstrate and retain the ability to compile and complete monthly regulatory reporting.
- Demonstrate the ability to conduct and carry out lead role assignments for projects and tasks.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to graduation from high school supplemented by a course in chemistry.

Experience:

Four years of experience in the operation and maintenance of a domestic water treatment facility.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Possession of a T4 Water Treatment Plant Operator's Certificate issued by the State of California State Water Resource Control Board.

Physical Capabilities:

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 functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking				✓
Climbing/Stooping/Kneeling			✓	
Lifting/Pulling/Pushing			✓	
Approximate Maximum Weight to Lift			60 Pounds	
Fingering/Grasping/Feeling				✓
Describe Working Conditions	60 Percent Outdoors, 40 Percent Indoors			