



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

Position Description

Water Treatment Plant Operator III

Status: Non-Exempt, Safety Sensitive
Supervisor: Water Treatment Plant Chief Operator
Effective Date: February 6, 2019

Supervision Received and Exercised

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

Primary Function

To perform a variety of skilled work in the operation and maintenance of the District's water treatment plant and related systems and equipment.

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.
- A working knowledge of computer systems and programs including; Microsoft Office (Outlook, Word, Excel,) and CMMS.
- 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.
- Participate as an active member in the District's Chlorine program (connects, disconnects, deliveries, etc.).
- Use a computer to enter and retrieve information related to work assignments and recordkeeping (CMMS).
- Generate working Standard Operating Procedures (SOP's).
- Participate in plant projects from design to installation.

- Perform plant maintenance work such as sweeping, cleaning, sanding and painting.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Conduct safety inspections.
- 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.

Ability to:

- Follow administrative and operational regulations.
- Diagnose water treatment operational problems and make appropriate adjustments.
- 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 routine laboratory tests.
- 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.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use initiative and independent thinking to problem solve and implement changes.

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:

Two 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 T3 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. Staff is expected to comply with all safety requirements in the performance of their job duties. 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			