



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

## Position Description

# Water Treatment Operator II

**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.

### **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 and 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 controls operating plant equipment.
- 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.).
- A working knowledge of computer systems and programs including; Microsoft Office (Outlook, Word, Excel).
- Use a computer to enter and retrieve information related to work assignments and recordkeeping (CMMS).
- Generate working Standard Operating Procedures (SOP's).
- Perform plant maintenance work such as sweeping, cleaning, sanding and painting.
- Participate in plant projects from design to installation.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.
- Conduct safety inspections.

### **Minimum Qualifications**

#### *Knowledge of:*

- Principles and practices of potable water treatment plant operations.
- 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.
- Applicable safety precautions and procedures.

#### *Ability to:*

- Follow administrative and operational regulations.
- Diagnose water treatment operational problems and provide appropriate recommendations.
- Operate, maintain and repair water treatment plant equipment using a variety of tools.
- Demonstrate initiative and independent thinking.
- Work assigned schedule, assisting in maintenance and in making operating adjustments to pumping and electrical equipment which may include after hour call outs and weekend work.
- 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 plant repair work and assist in maintenance using a variety of tools.
- Wear protective clothing/equipment including respirator, 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.

#### *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.

##### Experience:

One year relevant experience with a water utility.

#### *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 Grade T2 Water Treatment Plant Operator's Certificate issued by the State of California State Water Resources Control Board. Within three years of appointment, must be able

to obtain a State of California State Water Resources Control Board Water Treatment Plant Operator Certificate, Grade T3.

**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			