

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Senior Water Plant Operator</b>	<b>CLASS CODE:</b>	<b>966</b>
<b>REPORTS TO:</b>	<b>Water Plant Operations Supervisor</b>	<b>GRADE:</b>	<b>23</b>
<b>DEPARTMENT:</b>	<b>Utilities</b>	<b>FLSA:</b>	<b>N</b>
<b>JOB SPECIFICATION DATE: July 1, 2005 bwg</b>			

**JOB SUMMARY:**

Performs technical and supervisory duties in the operation, maintenance, control and repair of large water treatment plants.

**ESSENTIAL FUNCTIONS:**

1. Monitors and controls the proper treatment of water to meet city, state, and federal regulations.
2. Provides lead supervision for the Water Treatment Plant Operators and plant maintenance personnel.
3. Operates and maintains the water pumps, feeders, filters, collectors, motors, flow adjusting equipment, and wells.
4. Performs analysis on water samples.
5. Computes chemical dosages and adjusts chemical feed equipment.
6. Operates computerized telemetry process control systems.
7. Operates and maintains lift stations, storage reservoirs, and well sites, and booster stations.
8. Updates computer databases.
9. Adjusts water production to meet consumer demands.
10. Monitors and responds to telemetry information and alarms for the satellite sites.
11. Provides training to assigned personnel in process control, equipment, computer systems, maintenance and safety.
12. Performs special tasks such as writing operational procedures, developing computer database programs, maintaining maintenance management program and providing technical expertise in area of responsibility.
13. Assists with public relations duties, gives plant tours, answers public inquiries, and resolves customer complaints.
14. Recommends and schedules needed maintenance repairs.

**SECONDARY FUNCTIONS:**

15. Oversees the drainage, cleaning, and structures at each plant during shutdown.
16. Assists in recommending, researching, and evaluating new procedures and equipment to enhance water treatment operations.
17. May provide input on performance evaluations of Water/Wastewater Operators, schedule operators, and investigate accidents.
19. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

Modern water/wastewater biological, physical, and chemical treatment methods and practices, safe working procedures, regulations and standards.  
Operation of pumps, electric motors, valves, telemetry, and equipment control systems.  
Lead supervision practices and procedures.

### **Ability to:**

Exercise independent judgement in operational duties and supervise a plant operation.  
Perform standardized water quality tests and interpret results.  
Read and interpret gauges and recording devices.  
Operate process controls and microcomputers.  
Establish and maintain effective working relationships with co-workers and the public.

## **WORKING CONDITIONS:**

Work may require sustained climbing, standing, lifting and walking, and exposure to seasonal weather conditions. Hazards exist in exposure to various chemicals, raw sewage and high voltage, but may be controlled through the use of safety precautions.

## **MINIMUM QUALIFICATIONS:**

High school education supplemented by college level course work in water treatment, biology, chemistry or a related field and five years of experience in the operation of a water treatment plant including telemetry systems, including one year of experience in providing lead supervision. Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS:**

Possession of a Grade 3 Water Plant Operator's Certificate and a Grade 4 Water Plant Operator's certificate within six months of appointment. Rotating shift work is required. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.