

CITY OF GLENDALE

TITLE:	Water Plant Operator II	CLASSCODE:	978
REPORTS TO:	Water Plant Operations Supervisor	GRADE:	21
DEPARTMENT:	Utilities	FLSA:	N

JOB SPECIFICATION DATE: July 1, 2005 cm

JOB SUMMARY

Performs a full range of duties as assigned in the operation, maintenance, monitoring, and control of all city water, wastewater, and related facilities.

ESSENTIAL FUNCTIONS

1. Operates, maintains, monitors, controls, and repairs all water/wastewater plant process equipment, including pumps, motors, blowers, chlorinators, chemical feeds, sludge equipment, and basic laboratory instruments to ensure treated water meets city, state, and EPA quality standards.
2. Obtains water samples and performs water or wastewater lab tests.
3. Conducts various lab tests to determine proper process and operational controls.
4. Recognizes the need for and makes basic treatment and operational changes to the water and wastewater processes and distribution systems to meet water quality standards.
5. Changes pump settings as needed.
6. Monitors and adjusts flows through wells, booster pumps, zone splits, and reservoirs to control the distribution system and system pressure.
7. Monitors and operates telemetry system and computerized process monitoring equipment.
8. Makes equipment adjustments, lubrications, and minor repairs and/or prepares problem reports.
9. Reads and interprets meters, gauges, and instruments. Enters daily readings into computer databases.
10. Inventories, estimates usage, and prepares orders for supplies. Insures quality of material received.
11. Resolves water and wastewater complaint calls.
12. Unloads and stores hazardous chemicals, changes chlorine cylinders as necessary, batches and mixes hazardous chemical solutions and transfers bulk storage to day tanks for chemical feed operations.
13. Assists other water treatment personnel in the performance of remote facility maintenance.
14. Records daily activities in logbook.
15. Assists with public relations by answering inquiries and complaints and giving plant tours.
16. Assists in training lower level operators.

SECONDARY FUNCTIONS

17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Operations, methods, practices, techniques, and servicing requirements of water/wastewater plants and related facilities

Safety practices in operation of electrical and mechanical equipment used in water/wastewater plants

Ability to:

- Recognize and react to treatment process changes and demands
- Perform arithmetic calculations
- Comprehend and operate telemetry and computerized process control systems
- Perform standardized water quality tests
- Operate a microcomputer
- Keep neat and accurate records and make computer entries
- Read and interpret meters, charts, gauges and recording devices
- Understand and follow written and oral instructions and regulations
- Provide training to lower level operators
- Establish and maintain effective working relationships

WORKING CONDITIONS

Work requires sustained climbing, standing, lifting, and walking. Some exposure to hazardous chemicals, voltages, and adverse weather. Hazards can be controlled through the use of proper safety precautions.

MINIMUM QUALIFICATIONS

High school education and two years of increasingly responsible experience in the operation and maintenance of water and wastewater treatment plants and related facilities.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Rotating shift work is required to cover weekends and holidays; flexible hours and seasonal variations may be necessary

A valid Arizona driver's license

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

For positions in water treatment

Possession of a Grade 2 Water Treatment Plant Operator's Certificate; possession of a Grade 3 Water Treatment Plant Operator's Certificate within six months from the date of hire

For positions in wastewater treatment

Possession of a Grade 2 Wastewater Treatment Plant Operator's Certificate; possession of a Grade 3 Wastewater Treatment Plant Operator's Certificate within six months from the date of hire