

CITY OF GLENDALE

TITLE: Water Control Room Operator CLASS CODE: 982

REPORTS TO: Plant Operations Supervisor GRADE: 23

DEPARTMENT: Utilities FLSA: N

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Recognizes and identify problems in water and wastewater treatment plants and the system operations making appropriate adjustments to ensure compliance so that all production needs are met.

ESSENTIAL FUNCTIONS:

1. Plans, balances and orders water production to meet consumption needs.
2. Recommends and performs corrections to distribution, storage, and collection systems to solve treatment quality problems and complaints.
3. Arranges schedules to ensure adequate personnel coverage.
4. Resolves customer complaint calls on a daily 24 hour basis.
5. Daily operates production, distribution, and supply of reservoirs.
6. Manages and directs use of resources and personnel for resolution of crisis events.
7. Acknowledges and interprets critical alarms in the control room for water and wastewater treatment plants and the collection and distribution system operations on a 24 hour basis.
8. Regulates use and operation of zone split pressure stations.
9. Determines usage and demands of the reservoirs.
10. Communicates equipment problems for priority resolution.
11. Maintains a logbook for recording daily conditions, alarms and problems.
12. Regulates use and operation of water production wells to meet populace needs.
13. Regulates use of sewage lift stations.
14. Prepares report analysis of production and system demand usage for previous day.
15. Trains team members and cross trains members from other teams on technical skills.
16. Adjusts water production to meet consumer demands by ordering water from area water utility companies or by operating water wells.

SECONDARY FUNCTIONS:

17. Recommends changes and establishes procedures and policies for the standard and emergency operation of distribution and collection systems and associated equipment.
18. 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.
Understands hazards of all treatment/chemical processes from system and local alarms
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 shift 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 a minimal amount of 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. May be required to work beyond the normal work day. Works a variety of shifts and Holidays.

MINIMUM QUALIFICATIONS:

High school education supplemented by college level course work in water treatment, biology, chemistry or a related field and five years of progressive responsible experience in the operation of a water and wastewater treatment plants.
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

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.
Possession of a Class 3 Wastewater Treatment Plant Operator's Certificate and a Class 3 Water Plant Operator's Certificate within six months of appointment.
Ability to work beyond the normal workday and work any shift in a 24 hours period. Must be available to work some weekends and Holidays.