

CITY OF DALY CITY  
JOB SPECIFICATION

APPROVED BY  
PERSONNEL BOARD: 02/08/2007  
CITY COUNCIL: 02/26/2007  
RES. NO.: 07-35

## **SENIOR WATER/WASTEWATER OPERATOR**

### **DEFINITION**

Under general direction, directs and participates in the operation and maintenance of equipment and facilities of the water and wastewater system on an assigned shift, and performs other duties as assigned.

### **EXAMPLE OF DUTIES**

Assign, direct, train and participate in the work of operators on an assigned shift; write, review and modify plant safety and operating procedures and ensure adherence to same; communicate with other operations staff to review facility operations and ensure consistent operating procedures; coordinate operating schedules of personnel; participate in the evaluation of subordinate personnel; write required reports.

Monitor the operation of the water system in accordance with federal and state regulations determining judicial regulation of water flow from wells and other supply sources, reservoirs and pumping stations, using electronic and mechanical instrumentation controls; perform hydrant tests, distribution system shutdowns, service restorations and flushing.

Monitor the operation of the wastewater treatment plant, in accordance with federal and state regulations by controlling flow and processing of wastewater biosolids and effluent.

Typical duties for both the water and wastewater system include:

Monitor gauges, dials, meters and control panels and other recording instruments, interpreting results to determine processing requirements, and record data and maintain routine and daily records and shift logs; lubricate, clean, and adjust equipment; identify problems and prepare detailed work orders; respond to customer's requests for service; collect samples and perform basic laboratory analyses and interpret results; perform general plant maintenance work such as sweeping, cleaning, sanding and painting and general grounds maintenance work; assist in the training of other operators, make operating decisions in the absence of supervisory personnel; may have to work on various shifts and/or under adverse conditions.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** The operation and routine maintenance of mechanical equipment, including pumps and electrical motors; control procedures for water system and wastewater treatment processes; basic water utility construction and maintenance practices; tools, equipment and methods used in the overhaul, repair, adjustment, and modification of stationary power equipment, and of the pumping, piping, and electrical systems used in water and wastewater facilities; water and wastewater treatment processes and the laboratory tests used to check the effectiveness of such processes; principles of safety and accident prevention, concerning work environments common to water and wastewater facilities; supervisory methods and techniques.

**Ability to:** Safely direct the operation of water and wastewater facilities; create, revise and follow safety and operating procedures; train and evaluate subordinate personnel; work safely and effectively on various shifts; follow oral and written directions; perform heavy manual labor; safely operate equipment used in water and wastewater treatment facilities; collect samples and perform standard laboratory tests of potable water, wastewater, receiving waters and biosolids and interpret such tests; read and interpret gauges and recording devices and keep adequate records; perform mathematical computations involved in the operation of water and wastewater facilities; use CRTs and PCs; adjust processes as indicated by conditions; work independently; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Education:** Graduation from high school or equivalent.

**Physical requirements:** Moderate, and sometimes strenuous exertion required, including sustained walking, standing, bending, kneeling, climbing, lifting and carrying. May have to work on ladders, in tunnels and confined spaces, hazardous atmospheres and in protective garments. May work in adverse conditions which require exposure to inclement weather, noise, noxious odors, gases, or contact with water and/or wastewater.

**Experience:** Three years experience performing the functions of a wastewater treatment operator as defined by the State of California Water Resources Control Board. Additionally, one year of experience in a domestic water supply agency.

**License:** Possession of a State Water Resources Control Board Grade 3 Operator's Certificate, possession certificates issued by the State of California Department of Health Services for Water Treatment Operator, Grade 2, and Water Distribution Operator, Grade 3, or ability to obtain within nine (9) months from date of appointment, and a valid Class C California Driver's License (including acceptable driving record).