

CITY OF DALY CITY  
JOB SPECIFICATION

APPROVED BY  
PERSONNEL BOARD: 7/18/2019  
CITY COUNCIL: 7/22/2019  
RES. NO.: 19-107

## **WATER/WASTEWATER OPERATOR-IN-TRAINING**

### **DEFINITION**

Under supervision, operates and maintains equipment and facilities of the water and wastewater system on an assigned shift, and performs other duties as assigned. Incumbents in this position who satisfactorily pass their probationary period and possess a State Water Resources Control Board Grade 1 Operator's Certificate and a State of California Department of Health Services for Water Treatment Grade 2 Certificate are eligible for appointment to the Water/Wastewater Operator I classification upon recommendation of the Director of Water and Wastewater Resources.

### **EXAMPLES OF DUTIES**

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; may have to work under adverse conditions and/or on various shifts.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Basic safety practices and hazards related to the operation of wastewater treatment plants.

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**Ability to:** Work safely and effectively on various shifts; follow oral and written directions; perform heavy manual labor; learn to 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 treatment processes as indicated by plant 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. Successful completion of one three-unit semester course which is directly related to wastewater treatment and which is part of the curriculum of an accredited college or university is desirable. Continuing education in related subjects is desirable.

**Experience:** One year of experience in full-time employment.

**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.

**License:** Must be able to obtain an Operator In Training Certificate within 90 days of appointment. Must pass the State Water Resources Control Board Grade I Wastewater Treatment Operator Examination prior to the expiration of the Operator-in-Training Certificate. Possession of a certificate issued by The State Water Resources Control Board for Water Treatment Operator I, or the ability to obtain within 18 months of appointment.

Possession of a certificate issued by The State Water Resources Control Board for Water Distribution Operator I, or the ability to obtain within 18 months of appointment. Possession of a valid Class C California Driver's License (including acceptable driving record.)