

CENTRAL COAST WATER AUTHORITY
Water Treatment Plant Operator- Trainee Position

DEFINITION

Under general supervision of the Water Treatment Plant Supervisor, performs skilled work in the operation of the water treatment plant and makes minor repairs and adjustments to equipment as required. Takes responsibility for plant and distribution pipeline performance and works with others to provide high quality treated water for distribution to Authority participants.

This position is part of the Central Coast Water Authority's succession management plan for Water Treatment Plant Operators. This position will receive training and experience working at the Polonio Pass Water Treatment Plant working a standard 40 hour per week schedule. Once training is complete, the position will transition to serving as a relief operator that will cover shifts arising from vacation or sick time by other operators. Ultimately, this position is expected to advance to serve as Shift Operator and scheduled into the existing rotating schedule of Day, Night and Relief Shifts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

1. On an assigned shift, monitor and operate water treatment equipment including but not limited to pumps, flocculators, sedimentation basins, filters, chemical feeders, valves and related equipment.
2. Calculate chemical dosages and adjust chemical feeders and plant flow rate to appropriate rates.
3. Sample and test process water for such parameters as pH, turbidity, chlorine residual, temperature, chloride, alkalinity and hardness using laboratory chemical testing instruments and equipment.
4. Observe plant and distribution system operation on Supervisory Control and Data Acquisition System (SCADA) and make adjustments to control operation of pumps valves instruments, tanks, turnouts and other water treatment equipment.
5. Enter operating information into plant logs and computer spreadsheets, and prepare computer spreadsheets and summaries of plant operating information.
6. Develop and review plant operating procedures and policies, and review plant administrative policies and procedures.
7. Develop plant programs, such as process control, safety, training, emergency response and special studies.
8. Conduct special studies to enhance plant performance and improve efficiency.
9. Perform routine preventive maintenance on equipment and perform housekeeping work on facilities and grounds.
10. Perform a multitude of movements in which moderate physical effort is required and occasionally requires contact with chemicals and undesirable physical conditions; hazards are moderate requiring care and use of proper safety equipment and procedures to prevent injury.

11. Ensure that plant operates in compliance with applicable federal, state and local regulations as well as CCWA water quality goals.
12. Meet with Plant Supervisor to discuss work projects and set priorities.
13. Complete work tasks in compliance with applicable safety standards and CCWA safety policies. Satisfactorily pass quarterly safety testing.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

High School diploma or equivalent plus technical course work in water treatment plant operations. Two (2) years experience in operation and process control of a surface treatment plant.

License Requirements:

1. Possession of a valid California State Water Resources Control Board Treatment Operator Grade T-3 (or higher) Certificate, or a valid Treatment Operator Grade T-2 Certificate and having passed the T-3 Certification Exam is required.
2. Possession of a valid driver's class C license issued by the California Department of Motor Vehicles is required.
3. Possession of an AWWA Laboratory Analyst Grade I (or above) Certificate or California Water Environmental Association Laboratory Analyst Grade I (or above) is desirable.
4. Possession of a California State Water Resources Control Board Water Distribution Operator Grade D3 or above certificate is desirable.

Knowledge of:

1. Principles of water treatment plant operation and maintenance, including water treatment plant process control and coagulant control; the operating principles of valves, pumps, and motors; and principles of physical, chemical, and bacteriological water analysis.
2. SCADA/DCS control of water treatment plant operations.
3. Safety procedures common to water treatment activities.
4. Computers and software for use in process control, planning, report writing and budgeting (e.g. Excel, Word, etc.)
5. Regulations relating to water treatment and quality.

Ability to:

1. Independently operate water treatment plant and distribution pipeline on an assigned shift including nights, weekends, and holidays.

2. Read and interpret SCADA/DCS control system, monitoring equipment and recording devices.
3. Interpret changes in raw water quality and take appropriate actions to ensure continuous optimum performance of the treatment facility.
4. Interpret changes in distribution tank levels turnout flows and system pressures and take appropriate actions to ensure continuous optimum performance of the distribution system.
5. Write standard operating procedures and prepare written reports.
6. Utilize computer software including spreadsheet and word processing programs.
7. Perform minor maintenance using a variety of tools.
8. Maintain regular attendance, subject to authorized and legally required leaves.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the accommodation does not result in undue hardship for CCWA..

While performing the duties of this job, the employee is regularly required to physically perform the following:

1. Employee is required to successfully complete a pre-employment physical and drug panel (Performed by designated Authority Physician)
 - a. A Respiratory evaluation along with a spirometry test to determine the physical ability to wear respiratory protective gear will be required along with the pre-Cal/OSHA requires that facial hair not be present if it comes between the sealing surfaces of the faceplate and the face or that interferes with valve function. Title 8 S.S.R. 5144(g)(1)(A)
2. Operate Authority owned vehicles for extended amounts of time to travel between Authority facilities or on Authority business. Employee may be required to enter and exit the vehicle several times per day.
3. Operate Authority owned or rented heavy equipment (if licensed or trained to do so).
4. Must be able to effectively communicate verbally with other staff members.
 - a. Regularly use telephone, cell phone or hand held radios to provide communication.
5. Use office equipment, such as computers, copiers and fax machines.
6. Stand/walk for extended periods of time over a variety of terrain which may include sharp increases or decreases in grade climbing and descending ladders into vaults and tanks and perform work within confined spaces.
7. Perform manual labor involving frequent bending, pulling, pushing, twisting and crawling and manipulating weights up to 50 lbs.
8. Ability to lift/carry/move objects up to 50 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the accommodation does not result in undue hardship for CCWA.

1. The work place is a 43 MGD conventional water treatment plant remotely located approximately 30 minutes east of the City of Paso Robles.
2. The Standard work shift is 12 hours, 7 days on then 7 days off
 - a. Day Shift 0600 – 1800 hrs (Fridays 0600 – 1400 hrs)
 - b. Night Shift 1800 – 0600 hrs (Fridays 2200 – 0600 hrs)
 - c. Relief Shift 0700 – 1530 hrs (Fridays 1400 – 2200 hrs)
3. Cover WTP Operations stand-by during the Relief shift week, starting Monday at 0000 hrs through Sunday at 2359 hrs (7days, 24 hours per day)
4. Works irregular or extended work hours (nights & weekends); May be required to change working hours or work overtime.
5. Works alone, while on-call or during a normal shift

Reports To: Water Treatment Plant Supervisor
FLSA Status: Non-Exempt
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