

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

Effective Date: 07/01/05

TITLE: OPERATOR GRADE I

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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Operates various treatment units, observes and reports process control information, recommends process control adjustments based on training and experience, and assists in the maintenance of wastewater treatment facilities, pump stations, and the collection system for the Victor Valley Wastewater Reclamation Authority (VWRA). Reports to Operation Supervisor.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Collect and report process control observations which can be used to maintain compliance and to meet other goals and objectives as established by the Operations Supervisor and his or her designee.
2. Perform the Operations and Meter Check and complete corresponding paperwork in a legible manner.
3. Legibly and accurately complete Operations Log, Work Orders, Purchase Order Requests and all required paperwork.
4. Participate in all aspects of Confined Space Entry.
5. Operate various pieces of heavy equipment.
6. Receive, load and unload chlorine in a safe manner.
7. Change chlorine cylinders and use a self-contained breathing apparatus.
8. Perform laboratory sampling and testing necessary for permit compliance when working shifts without laboratory support.
9. Visually inspect equipment and processes at periodic intervals and detect malfunctions or need for repair, adjustment or lubrication.
10. Perform limited process control laboratory analyses of wastewater and sludge samples when needed.
11. Record and check process control and laboratory data, and recommend adjustments to maintain compliance with all permit limits and to maintain cost-effective treatment.
12. Monitor and report inventories of process chemicals, and make timely recommendations for restocking chemicals when appropriate.
13. Read and understand manufacturer's instructions.
14. Learn and maintain proficiency in computer hardware and software utilized by VWRA.
15. Maintain grooming standards to properly fit SCBA.
16. Maintain a clean and safe work area, and adhere to all safety regulations.
17. Communicate effectively and establish and maintain effective working relationships with others.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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Knowledge of :

Material Safety Data Sheets (MSDS) policies and procedures and how they relate to the work.
Power outage procedures and ability to assist in these procedures as directed.

Ability to:

Perform duties and substitute for the "Interceptor Inspector" as required.
Adhere to all safety rules and make recommendations for improved safety.
Perform work assignments in an efficient and effective manner.
Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Use hands and fingers to handle or operate objects, tools, or controls, and reach with hands and arms.
Talk, hear, see and smell.
Frequently stand, walk, climb or balance, stoop, kneel, crouch, or crawl to operate equipment located in tight quarters and participate in confined space entry and exit procedures, including rescues.
Use and operate self contained breathing apparatus (SCBA).
Willing and able to carry radio at all times while on duty.
Work regular hours of the approved VVWRA alternate work schedule. Employee is expected to be available ~~be~~ available on-call, 24 hours a day, 7 days a week, on a rotating basis and will be provided a VVWRA -owned vehicle to use during such on call periods pursuant to the VVWRA Vehicle Usage Policy and shall be required to carry a pager and a cellular phone.

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Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Experience:

Employee must possess (at a minimum) a high school diploma or general education degree (GED). Must possess and maintain in good standing a Grade I Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board and a valid State of California Class C driver's license. Must have completed training and instruction for operating and maintaining primary treatment facilities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment Work is typically accomplished near moving mechanical equipment indoors and outside in varied weather conditions; employee may be frequently exposed to fumes or airborne particles; occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration; and often works in a high noise environment

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Physical: Incumbents require sufficient physical ability to stand or sit for prolonged periods of time; operate SCADA equipment including use of a computer keyboard; to operate assigned equipment and vehicles including SCBA. Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 70 pounds

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.