

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

Effective Date: 07/01/05

TITLE: OPERATOR GRADE III

PAGE: 1

*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 complex treatment units, analyzes process control information, executes process control adjustments based on personal knowledge 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. Employee must be willing and able to perform all the duties of Grade I-II Operators.
2. Determine and recommend process control changes to maintain compliance and to meet other goals and objectives as established by the Operations Supervisor and his/her designee.
3. Operate and manipulate the LSG and natural gas systems to insure operation of the system.
4. Start and stop the gas and electric blowers and make adjustments as needed to fine tune their operation in order to meet the needs of the biological process.
5. Accurately and legibly complete the Plant Performance Report.
6. Evaluate the performance of plant processes and execute changes to improve the operation, including the ability to implement suggestions as approved.
7. Maintain accurate files on plant performance.
8. Perform all laboratory tests as required to substitute for laboratory technicians in their absence.
9. Accurately interpret MSDS forms and update MSDS files as required.
10. Perform laboratory analyses of wastewater and sludge samples when needed, or in the absence of the Laboratory Technician.
11. Record, check, and understand process control and laboratory data, and recommend adjustments to maintain compliance with all permit limits and to maintain cost-effective treatment.
12. Monitor and maintain inventories of process chemicals, and make timely recommendations for restocking chemicals when appropriate.
13. Readily interpret and understand record drawings and 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.

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

Effective Date: 07/01/05

TITLE: OPERATOR GRADE III

PAGE: 2

Ability to:

Communicate with and assist other plant personnel as assigned.
Perform supervisor's duties in confined space entrance procedures.
Recommend proper, accurate and fair decisions regarding process changes and plant operation.
Divert plant flows at all points throughout the facility.
Communicate effectively orally and in writing.
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 and operate self contained breathing apparatus (SCBA).
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.
Be 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 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.

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), also desirable to have successfully completed coursework in wastewater treatment technologies, safety and maintenance. Must possess and maintain in good standing a Grade III 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.

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

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.

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

Effective Date: 07/01/05

TITLE: OPERATOR GRADE III

PAGE: 3

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.