

**VICTOR VALLEY WASTEWATER  
RECLAMATION AUTHORITY  
JOB DESCRIPTION**

**Effective Date: 07/01/05**

**TITLE: OPERATOR GRADE IV**

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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 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 (VWVRA). 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-III Operators.
2. Determine and execute process control changes to maintain compliance and to meet other goals and objectives as established by the Operations Supervisor and his/her designee.
3. Monitor and maintain the quality of reclaimed water for off-site use.
4. Learn and maintain proficiency in computer hardware and software utilized by VWVRA.
5. Maintain grooming standards to properly fit SCBA.
6. Maintain a clean and safe work area, and adhere to all safety regulations.
7. 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.*

**Ability to:**

Divert plant flows at all points throughout the facility.

Supervise plant personnel as assigned.

Perform supervisor's duties in confined space entrance procedures.

Accurately interpret MSDS forms and to update MSDS files as required.

Make proper, accurate and fair decisions regarding process changes, plant operation and personnel assignments.

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).

Occasionally perform the duties of a "lead operator" when assigned.

Work without constant supervision for short periods of time.

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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 PC-based computer systems and word processing, accounting and spreadsheets

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 college level coursework in biology, chemistry and/or microbiology. Must possess and maintain in good standing a Grade IV 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 complex tertiary treatment facilities with capacity up to 10 million gallons per day.*

**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.

**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.