



Department: Water Treatment
Prepared By: Will Bond
PW Director

FLSA Status: Non-Exempt
Prepared Date: Dec 27, 2016
Updated: Oct 18, 2023

JOB TITLE: Water Treatment Plant Operator I

SUMMARY:

This is an entry level position. Candidate would be engaged in performing all types of activities associated with an Alternative Filtration, Class III water treatment plant. The general work activities are plant operations, which involve water treatment theory / practice, plant equipment operation, maintenance, and repair.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Produce potable water for the City of Shasta Lake in accordance with all State and Federal regulations.
- Understand water treatment theory / technology and apply that knowledge to the water treatment process.
- Operate a Class III water treatment plant which includes:
 - Monitoring of gauges, flowmeters, charts, SCADA computer, etc.
 - Conducting water analysis tests such as PH, turbidity, chlorine residual, etc., for treatment process control.
 - Determine chemical feed rates and adjust chemical dosages with the approval of your supervisor / operator in charge.
 - Determine and maintain proper flowrates in accordance with consumption demand.
 - Maintain treatment records in accordance with City, State, and Federal regulations.
 - Backwash / flush filters as needed.
- Conduct water analysis tests to ensure safety and water quality by collecting representative water samples and delivering them to the local lab for testing.
- Ensure that plant operations are in compliance with operating guidelines and that treated water is safe and acceptable entering the distribution system.
- Maintains all required records such as operating logs, chemical and repair part inventories, maintenance logs; distributes information to internal and external personnel as needed.
- Perform routine preventive maintenance on plant equipment which includes: operating adjustments and calibrations on equipment, basic mechanical and electrical work and cleaning, lubricating and replacing equipment parts.
- Perform building and grounds maintenance as needed, including painting, cleaning, etc.



- Become familiar with plant manuals such as maintenance, treatment, regulatory compliance, and safety.
- Must become familiar with the rules, regulations and policies of the City of Shasta Lake.
- Discuss water quality with the public and conduct plant tours if needed.
- Assist City of Shasta Lake Water Distribution Operators during emergencies or as may be required to maintain quality service to City customers.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

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.

- High school diploma or equivalent.
- Maintain effective working relationships with a diversified group of people under trying and stressful conditions.
- Communicate courteously and professionally to reflect a positive image of the City to its customers and the public.
- Express self logically and concisely in both oral and written form.
- Access and interact with computer control systems.
- Analyze, evaluate, and recommend sound solutions to problems of routine nature.
- Research, interpret, explain, and correctly apply policies, rules, regulations, and procedures.
- Work independently and efficiently.
- Adjust work schedule to perform necessary duties.
- Handle confidential matters.
- Understand basic math and chemistry and being able to apply the knowledge to the water treatment process.
- Understand mechanical problems and equipment.
- Use common hand tools and other related equipment.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

Knowledge of:

- City, state, and federal codes, laws and regulations concerning water operations.
- Principles, standards, and practices of water utility operations.
- Principles and practices of safety management.
- City policies, goals and objectives with respect to water projects.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California Class C driver's license.



- Must possess and maintain a Grade 2 Water Treatment and a Grade 2 Distribution certificate issued by the State of California Water Resources Control Board.
- Must possess and maintain a state recognized Backflow Prevention Tester Certificate, or must obtain a state recognized Backflow Prevention Certificate within one year of accepting this position.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Sitting, standing, stooping, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 75 pounds.
- 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.
- Required to work as a team player, courteously and respectably with co-workers in a close working environment.

WORK ENVIRONMENT:

- Works in both inside and outside environmental conditions.
- Verbal, face-to-face contact, email, and telephone.
- Occasionally exposed to inclement weather conditions.
- Risk of electrical shock.
- Regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals.
- Noise level in the work environment is usually moderate.
- Must enter confined space areas such as vaults, and reservoirs.
- 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.