

UTILITY OPERATOR IN TRAINING  
UTILITY OPERATOR

DEFINITION

To perform duties related to the operation and maintenance of wastewater collection system and pump stations, water distribution system, water and wastewater treatment plant equipment and machinery; to control water and wastewater treatment processes, collect, and perform industrial waste sampling, and control treatment processes; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Utility Operator in Training - This is the entry level class in the technical Utility Operator series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Utility Operator in Training class is distinguished from the Utility Operator by the performance of less than the full range of duties assigned to the Utility Operator. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Utility Operator - This is the journey level class in the technical Utility Operator series and is distinguished from the Utility Operator in Training level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Utility Operator in Training level.

SUPERVISION RECEIVED AND EXERCISED

Utility Operator in Training

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

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Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Operate and maintain wastewater collection system and pump stations, water distribution system, water and wastewater treatment plant facilities and equipment and machinery; control

water and wastewater treatment processes, collect, and perform industrial waste sampling, control treatment processes.

Perform minor mechanical maintenance of water and wastewater treatment plant equipment and machinery; operate pumps, valves, chlorination equipment, telemetry controls, sampling equipment and other water and wastewater flow regulating and treatment controls and equipment; perform basic physical and chemical water and wastewater tests; calibrate pH meters, titrators, turbidimeters, and other similar operational instrumentation.

Maintain reservoir levels and coordinate water storage; inspect treatment plants, pump stations, and related equipment and facilities for proper operating activities; oil, grease, adjust and perform other routine maintenance of equipment and machinery; check lift stations weekly.

Adjust and maintain process control variables; read and record information from voltmeters, ammeters, water pressure gauges, water flow meters, chlorine residual recorders, pump cooling pressures, operating equipment temperatures, reservoir water levels, motor bearings oil levels, and accumulator pump pressures.

Manually and remotely operate and adjust water and wastewater treatment processing valves, gates, motors, pumps and chemical feed systems, including chlorine, fluoride, caustic, polymers, and other treatment and corrosion control agents.

Perform function testing, repair, and maintenance of backflow prevention devices, use computer software to track and manage records related to the management, testing, maintenance, and certification of backflow prevention devices; calibrate and maintain laboratory and a variety of process analyzers, instruments and tools.

Maintain detailed operational records; use a computer based supervisory control and data acquisition system to operate and maintain water supply, water and wastewater treatment, and reclamation facilities and plants; produce and maintain computerized reports.

Performs routine inspections and reporting related to the City's lift stations.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Utility Operator in Training

Knowledge of:

Safe use of a variety of manual and power tools.

Basic principles related to water distribution, wastewater collection, water and wastewater treatment, water distribution, backflow prevention, wastewater disposal and recycled water re-use processes, systems, and facilities.

Basic methods and procedures of operating and maintaining control and other equipment and machinery related to water and wastewater treatment.

Methods and procedures of basic chemistry and general laboratory practices and procedures; and general operational and laboratory safety practices and procedures.

Ability to:

Learn to perform duties related to water distribution, wastewater collections, water and wastewater treatment, water distribution, backflow prevention, wastewater disposal, and recycled water reuse processes, systems, and facilities.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Learn to control water and wastewater treatment processes; collect and perform industrial waste sampling and control treatment processes.

Learn to accurately read meters and charts; maintain safe and proper reservoir levels; coordinate potable water storage, usage, and allotments; maintain written records of shift operations; read and interpret permits, plans and specifications.

Perform basic arithmetic calculations and compute volumes and percentages using both standard and metric systems.

Learn to perform routine chemical tests using accepted laboratory practices and procedures.

Learn the use and principles of computerized electronic equipment, instrumentation and communication devices used in the collection, storage, and interpretation of water and wastewater operational data; industrial waste inspection, monitoring, and sampling devices, practices and techniques.

Learn to safely operate a variety of fork lift/lift trucks.

Handle hazardous materials and chemicals safely.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software including word processing, spreadsheet, basic data entry, and other related software such as SCADA systems, metering and electronic-based controls, equipment, and systems.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Some mechanical skills or experience working for a public waste and/or wastewater system. Basic chemistry and general laboratory practices experience is desirable.

#### Training:

Equivalent to the completion of the twelfth grade, supplemented by specialized training in the areas of wastewater and water treatment operations.

### License and Certificate

Possession of a valid California Class C Driver License is required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of a California State Water Resources Control Board Water Treatment Plant Operator Grade II certificate is required at time of appointment.

Possession of a California State Water Resources Control Board Water Distribution Operator Grade II certificate is required at time of appointment.

Utility Operators-in-Training (OIT) may progress to Utility Operator upon meeting the following license requirements:

1. Within six months of employment: Acquire a Grade I Wastewater Treatment Plant Operator-in-Training Certificate issued by the California State Water Resources Control Board.
2. Within twenty-four months of employment: Acquire a Grade II Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
3. Within sixty months of employment: Acquire a Grade III Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.

### Utility Operator

In addition to the qualifications for the Utility Operator in Training:

#### Knowledge of:

The use and principles of computerized electronic equipment and communication devices in the collection, storage, and interpretation of water and wastewater operational data; industrial waste inspection, monitoring, and sampling devices, practices and techniques.

Principles and practices of water distribution, wastewater collection, water and wastewater treatment, water distribution, backflow prevention, wastewater disposal and recycled water re-use processes, systems, and facilities.

Methods and procedures of operating and maintaining control and other equipment and machinery related to water and wastewater treatment.

Methods and procedures of basic chemistry and general laboratory practices and procedures; and general operational and laboratory safety practices and procedures.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Independently operate water distribution, wastewater collections, water and wastewater treatment, water distribution, backflow prevention, wastewater disposal, and recycled water reuse processes, systems, and facilities.

Control water and wastewater treatment processes, collect, and perform industrial waste sampling, and control treatment processes.

Safely operate a variety of fork lift/lift trucks.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Utility Operator in Training with the City of Healdsburg.

Training:

Equivalent to the completion of the twelfth grade. Completion of college courses directly related to the work and/or water and wastewater certifications the State Water Board or California Water Environmental Association (CWEA) highly desired.

License and Certificate

Possession of a valid California Class C Driver License is required at the time of appointment. Failure to maintain such required license(s) may be cause for disciplinary action.

Possession of a Grade III Wastewater Plant Operator certificate from the California State Water Resources Control Board.

Possession of a Water Treatment Plant Operator Grade 2 certificate from the California State Water Resources Control Board.

Possession of a Water Distribution Grade 2 certificate from the California State Water Resources Control Board.

Possession or ability to obtain, within twelve months of hire, an AWWA Backflow Prevention Testing Certification.

Possession of a CWEA Grade I Laboratory Analyst and a CWEA Grade I Industrial Waste certificate is highly desirable.