

PLANT OPERATOR I
PLANT OPERATOR II
PLANT OPERATOR III

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

DEFINITION

Under direct and general supervision, to oversee, schedule, and participate in a variety of skilled technical duties and semi-skilled labor in the operation and maintenance of the City's wastewater or water treatment plant; perform a variety of technical tasks related to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Plant Operator I/II/III is a flexibly staffed class series. Positions are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties, (3) depending upon assignment, the employee possesses a Grade T2 Water Operators certificate or Grade II Wastewater Operators certificate from the State of California.

Advancement from the II to the III level is also at the discretion of the appointing authority provided that the following criteria are met: 1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the more difficult and complex duties, (3) depending upon assignment, the employee possesses a Grade T3 Water Operators certificate or Grade III Wastewater Operators certificate from the State of California.

Plant Operator I is the entry-level class in the Plant Operator series. This class is distinguished from the Plant Operator II by the performance of the more routine tasks in plant operations and maintenance.

Plant Operator II is the journey-level class in the Plant Operator series requiring the Grade II Water or Wastewater Treatment Plant Operators Certificate. This class is distinguished from the Plant Operator III by the performance of the full range of the typical journey level duties in plant operations and maintenance. Positions in this class are flexibly staffed and may be filled by advancement from the I level, or filled by external recruitment.

Plant Operator III is the senior/advanced journey-level class within the Utility Operator series requiring a Grade III (T3) Water or Wastewater Operators certificate. Employees within this class are distinguished from the Utility Operator II by the performance of the more difficult and complex assignments in addition to the regular assignments of moderate difficulty and may provide lead supervision to lower level Operators. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of

the work unit. Positions in this class are flexibly staffed and may be filled by advancement from the II level, or filled by external recruitment.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following. For Plant Operator I, duties are performed at the entry level; for Plant Operator II, duties are performed at the journey level; Plant Operator IIIs perform at the advanced journey level and handle the more difficult and complex duties:

- Perform assigned treatment plant rounds inspecting, monitoring, and documenting plant operations by reading plant equipment gauges, dials, graphs, and other instrumentation.
- Operate and adjust treatment plant flows, pumps, motors, feeders, and other specialized equipment to maintain appropriate plant operations.
- Operate and maintain pump stations
- Maintain, compile, and update plant operations logs and reports; perform and record mathematical calculations related to operational activities.
- As needed, maintain, repair, and service plant operations machinery and equipment including pumps, valves, motors, meters, tanks, and reservoirs; change lubrications.
- Collect liquid samples and perform a variety of routine water and wastewater process laboratory tests; record and monitor results.
- Maintain accurate records and documentation of all plant activities; compile data and prepare reports on plant operations, distribution systems, and chemical use.
- Perform general plant maintenance such as cleaning, painting, and repairing plant facilities as well as various ground maintenance duties.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Principles and practices of wastewater and/or water treatment plants, depending upon assignment.
- Operating principles of plant equipment such as valves, pumps, and motors.
- Standard principles of the natural sciences including chemistry and biology.
- Safe work practices.
- Laboratory analysis techniques and standards for wastewater and/or water.
- Operational and safety regulations pertaining to wastewater and/or water treatment plant operations and vehicle and equipment usage.
- Sampling methods and techniques.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Understand and follow oral and written instructions.
- For the III level, complete the more complex work with minimal supervision.
- Analyze and compile technical and statistical information and prepare reports.
- Respond to difficult and sensitive public inquiries.

- Respond to emergency situations and make appropriate decisions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Minimum Qualifications

Experience and/or Education:

Plant Operator I

EITHER – One year as a Plant Operator Apprentice with the City of American Canyon; -OR- One year of responsible plant operations and maintenance experience in either water or wastewater treatment systems. An Associate degree in Environmental Science or a closely related field can substitute for the one year of the required experience.

Plant Operator II

EITHER – One year of experience as a Plant Operator I with the City of American Canyon; -OR- Two years of responsible plant operations and maintenance experience in either water or wastewater treatment systems. An Associate degree in Environmental Science or a closely related field can substitute for one year of the required experience. A Bachelor’s degree in Environmental Science or a closely related field can substitute for the two years of required experience.

Plant Operator III

EITHER – One year of experience as a Plant Operator II with the City of American Canyon; -OR- Three years of increasingly responsible experience performing wastewater or water treatment system operation duties. An Associate degree in Environmental Science or a closely related field can substitute for one year of the required experience. A Bachelor’s degree in Environmental Science or a closely related field can substitute for two years of the required experience.

AND

Certificates

- *For Plant Operator I* – Depending upon assignment, possession of either a Grade T1 Water Treatment Plant Operators Certificate or a Grade I Wastewater Treatment Plant Operators Certificate from the State of California.
- *For Plant Operator II* - Depending upon assignment, possession of either a Grade T2 Water Treatment Plant Operators Certificate or a Grade II Wastewater Treatment Plant Operators Certificate from the State of California.
- *For Plant Operator III* – Depending upon assignment, possession of either a Grade III Waste Treatment Plant Operator Certificate or a Grade T3 Water Treatment Plant Operators Certificate from the State of California.
- *For all levels* – Depending upon assignment, possession of a Department of Health Services Distribution certificate or a CWEA Collection System Operator certificate is desirable.

License Requirement

All Levels - Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements

Evening, weekend, standby, or holiday work may be required.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Plant Operator I	1/1992	5/2007	From Utility Operator I	4435	Non-Exempt	4
Plant Operator II	1/1992	5/2007	From Utility Operator II	4436	Non-Exempt	4
Plant Operator III	1/1992	5/2007	From Utility Operator III	4437	Non-Exempt	4

APPROVED: _____
Human Resources Director

Date: _____