



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

WATER TREATMENT PLANT OPERATOR I

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 35 Job #: TA18
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JOB SUMMARY

This is the entry level position performing Water Treatment Plant Operator I job duties.

DISTINGUISHING CHARACTERISTICS

This is an entry level position that operates various water treatment processes and equipment under the direction of a Water Treatment Plant Operator II or Water Treatment Plant Operator III.

OVERSIGHT

Supervision Received: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Supervision Given: None

JOB DUTIES

1. Receives on the job training and experience on various water treatment processes and equipment.
2. Receives training and may occasionally work in the control room for short periods of time under the direction of the Shift Operator.
3. Assists in monitoring and operating individual water treatment processes, and appurtenant systems such as solids removal, dewatering, gray water disposal and emergency power systems either manually or using the Supervisory Control and Data Acquisition system.
4. Assists in conducting onsite inspections to operate water treatment processes and other appurtenant systems such as solids removal, de-watering, gray water disposal, and emergency power system.
5. Collects water samples and performs water quality analyses. Provides results to the shift operator. Calibrates laboratory equipment and verifies online instrumentation. Conducts quality assurance and quality control analyses.
6. Notifies the Shift Operator of adverse monitoring results or operational issues.
7. Assists in the response to incidental and emergency chemical releases under the direction of the shift operator or Incident Commander according to established protocols.
8. Assists in the performance of light maintenance and calibration of instruments.
9. Assists in executing switching and valving instructions.
10. Learns and assists to evaluate chemical usage and current inventory. Learns and assists to order and schedule chemical deliveries to maintain adequate chemical storage. Receives chemicals according to

established procedures for security, quality and safety, which may include mixing and diluting chemicals.

11. Learns and assists to act as the on-site operator while maintenance activities or critical operations are being performed.
12. Creates records and logs associated with sub system and components within a water treatment facility.
13. Performs other related Water Treatment Plant Operator job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED) and two years of water related experience or one year experience working at surface water treatment plant.

Required Knowledge of: Surface water treatment processes; laboratory procedures for process control sampling; applicable safety practices; mathematics; safe handling of chemicals; and current office technology and equipment.

Required Skills and Abilities to: Operate individual surface water treatment processes including coagulation, flocculation, sedimentation, disinfection and filtration; operate chemical feed systems; perform water quality analyses; maintain data, records, and logs; understand and follow instructions; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position will be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- State of California Water Treatment Certification Grade II
- Self Contained Breathing Apparatus Certification
- Chemical Responder Certification
- Forklift Certification

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this

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Revised: N/A

Supersedes: N/A

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MWD

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job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

Work Environment: The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions, e.g., irritant chemicals, electrically energized equipment including high voltage systems, working at great heights under extreme outdoor weather conditions, or similar situations where conditions cannot be controlled.

Vision Requirements: Color vision (ability to identify and distinguish colors)

Expectations of Hours of Service, Emergency and Stand-by Service: Employees in this position may be required to work rotating shifts and/or stand-by service to address operational needs and emergencies as required. May be required to work extended periods away from the normal reporting location. Must be able to work rotating shifts.

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