

CITY OF GLENDALE

TITLE: Senior Water Reclamation Facility Operator **CLASS CODE:** 967

REPORTS TO: Water Reclamation Facility Supervisor **GRADE:** 23

DEPARTMENT: Utilities **FLSA:** N

JOB SPECIFICATION DATE: December 8, 2009 db

JOB SUMMARY

Performs technical and lead duties in the operation, maintenance, control and repair of large water reclamation plants.

ESSENTIAL FUNCTIONS

1. Monitors and controls the proper treatment of wastewater to meet city, state, and federal regulations.
2. Leads the work of Water Reclamation Facility Operators and plant maintenance personnel.
3. Operates and maintains the water pumps, feeders, filters, collectors, motors, flow adjusting equipment, and wells.
4. Performs analysis on water samples.
5. Computes chemical dosages and adjusts chemical feed equipment.
6. Operates computerized telemetry process control systems.
7. Operates and maintains lift stations, storage reservoirs, well sites, and booster stations.
8. Updates computer databases.
9. Adjusts water production to meet consumer demands.
10. Monitors and responds to telemetry information and alarms for the satellite facilities.
11. Provides training to assigned personnel in process control, equipment, computer systems, and safety.
12. Performs special tasks such as writing operational procedures, developing computer database programs, maintaining maintenance management program and providing technical expertise in area of responsibility.
13. Assists with public relations duties, gives plant tours, answers public inquiries, and resolves customer complaints.
14. Recommends and schedules needed maintenance repairs.
15. Oversees the drainage, cleaning, and structures at each plant during shutdown.
16. Assists in recommending, researching, and evaluating new procedures and equipment to enhance water reclamation operations.
17. May provide input on performance evaluations of Water Reclamation Facility Operators, schedule operators, and investigate accidents.

SECONDARY FUNCTIONS

18. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Modern water reclamation biological, physical, and chemical treatment methods and practices, safe working procedures, regulations and standards

Operation of pumps, electric motors, valves, telemetry, and equipment control systems

SENIOR WATER RECLAMATION FACILITY OPERATOR

Ability to:

- Exercise independent judgment in operational duties and lead a shift operation
- Perform standardized water quality tests and interpret results
- Read and interpret gauges and recording devices
- Operate process controls and microcomputers
- Establish and maintain effective working relationships with co-workers and the public

WORKING CONDITIONS

Work may require sustained climbing, standing, lifting and walking, and exposure to seasonal weather conditions. Hazards exist in exposure to various chemicals, raw sewage and high voltage, but may be controlled through the use of safety precautions.

MINIMUM QUALIFICATIONS

Five years of experience in the operation of a water reclamation plant and telemetry systems, including one year experience in leading the work of others and college level course work in water treatment, biology, chemistry or a related field.

Any equivalent combination of training and experience, that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

A valid Arizona driver's license

Possession of a Grade 3 Wastewater Treatment Plant Operator's Certificate and possession of a Grade 4 Wastewater Treatment Plant Operator's Certificate within six months from the date of hire

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale

Substance Abuse policy