



Job Posting for Treatment Operator I/II

Job Title:	Treatment Operator I/II	Job Category:	Water/Wastewater Operations
Level/Salary Range:	\$23.56 - \$28.10	Position Type:	Permanent; Full-time; Benefited
Benefits:	Medical and Retirement paid by the District with employee contribution	Paid Holidays	11 (See Personnel Policies and Procedures for details)

Applications Accepted By:

EMAIL:

infoscotiacsd@gmail.com
Subject Line: Treatment Operator I/II

MAIL:

Scotia Community Services District
c/o Leslie Marshall
P.O. Box 104
Scotia, CA 95565

Job Description for Treatment Operator I/II

ROLE AND RESPONSIBILITIES

Under minimal or general supervision, operates equipment, facilities and related appurtenances as found in a continuously-operating water and/or wastewater treatment plant on an assigned shift; assists with preventive maintenance and makes repairs to plant facilities and equipment; provides technical assistance; and performs related work as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma or Equivalent

Valid California class C driver's license with satisfactory driving record.

- Possession of or Ability to obtain a Grade II Water and/or Wastewater Operator Certificate as issued by the California State Water Resources Control Board within the next testing period following eligibility.
- Possession of or Ability to obtain a Grade I Water Distribution Certificate as issued by the California State Water Resources Control Board within one year.

WORKING CONDITIONS & ENVIRONMENTAL ELEMENTS

Must possess mobility to work in standard water and/or wastewater treatment plants and related facilities; strength, stamina and mobility to perform medium to moderately heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials, signage, and a computer screen; color vision to read gages and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio.

Employees work indoors and outdoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

ADDITIONAL NOTES

Required rotational work to cover weekends & holidays as well as call-back rotational work.

Attach resume and cover letter to Application for Employment Sheet.

Approved By:	Leslie Marshall, GM	Date:	3/11/2020
Last Updated By:	Leslie Marshall, GM	Date:	3/11/2020

Treatment Plant Operator I/II

Description Summary:

DEFINITION

Under minimal or general supervision, operates equipment, facilities and related appurtenances as found in a continuously-operating water and/or wastewater treatment plant on an assigned shift; assists with preventive maintenance and makes repairs to plant facilities and equipment; provides technical assistance; and performs related work as required.

SUPERVISION

Receives minimal or general supervision with technical and functional direction from assigned supervisory or management personnel.

RESPONSIBILITIES

Treatment Plant Operator I: This is the entry-level class in the water/wastewater operation and maintenance series. Initially under general supervision, incumbents with basic experience learn District water and wastewater treatment facilities and systems, use of tools and equipment, and a wide variety of practices and procedures. As experienced is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Treatment Plant Operator II and incumbents may advance to the higher level after gaining the knowledge, skill, experience, licenses and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Treatment Plant Operator II: This is the journey-level class in the water/wastewater operation and maintenance series that performs the full range of duties required to ensure that water and wastewater treatment facilities and systems operate safely and effectively. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in water and/or wastewater treatment plant operations.

Example of Job Duties:

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Interprets and may perform laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes.
- Performs proper usage and handling of chemicals according to industry standards, including performing safety hook-up connections for chlorine cylinders.

- Operates and assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, air compressors, emergency systems, power generation systems, pressure and flow regulators, analyzers, filters, chemical feed systems, digesters, bar screens, and blowers.
- Operates valves, pumps and automated controls to regulate the flow of water and/or wastewater through plants.
- Lubricates pumps, motors, chains, conveyors and other machinery and equipment.
- Makes minor repairs to equipment; assists staff with major repair work.
- Performs routine maintenance painting of machinery, structures, equipment and piping systems.
- May assist in collecting water, wastewater, sludge and other samples from various phases of the treatment process; performing standard chemical and physical tests on these samples to ensure that plants are operating effectively and that regulatory requirements are being met.
- Uses a variety of hand and power tools and testing equipment.
- Maintains accurate records, including calculating the daily use of energy and chemicals, and completing required monthly reports.
- Reads water meters on a monthly basis.
- Maintains accurate records of gauge and meter readings, chemical test results and work performed.
- Performs related duties as assigned.

Knowledge, Skills & Abilities:

Knowledge of:

- Principles, practices, equipment, material and tools used in the operation, cleaning and preventive maintenance of water and/or wastewater treatment and distribution/disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves and related appurtenances.
- Standard chemical and physical tests of water, wastewater, sludge and related materials.
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic equipment troubleshooting principles and practices.
- Basic record keeping practices.
- Basic mechanical, electrical and hydraulic principles.
- Water/wastewater and shop mathematics.

- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing customer service to public and District staff, in person and over the telephone.
- Equipment, Practices, and Principles for Working in Confined Spaces.

Ability to:

- Operate, maintain and repair a variety of water and/or wastewater treatment and distribution/disposal facilities and equipment.
- Recognize and correct or report unusual, inefficient or dangerous operating conditions.
- Read a variety of gauges, charts and meters, record data accurately and make appropriate process adjustments.
- Conduct standard chemical and physical tests of water, wastewater, sludge and related materials.
- Use and maintain the tools and equipment of the work skillfully and safely.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain both manual and automated logs, records, reports and charts.
- Follow District policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Work in confined space areas.

Requirements:

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

Treatment Plant Operator I/II: Equivalent to the completion of the twelfth (12th) grade.

Treatment Plant Operator I: One (1) year of experience in the operations of water and/or wastewater treatment plants.

Treatment Plant Operator II: In addition to the above, two (2) years of experience equivalent to Treatment Plant Operator I.

License:

- Valid California class C driver's license with satisfactory driving record.

Treatment Plant Operator I:

- Grade I Water and/or Wastewater Operator Certificate as issued by the California State Water Resources Control Board
- Ability to obtain a Grade I Water Distribution Certificate as issued by the California State Water Resources Control Board within one year.

Treatment Plant Operator II:

- Grade II Water and Wastewater Operator Certificate as issued by the California State Water Resources Control Board.
- Grade I Wastewater Distribution Certificate as issued by the California State Water Resources Control Board.

Physical Demands/Working Conditions:

Must possess mobility to work in standard water and/or wastewater treatment plants and related facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gages and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

TYPICAL PHYSICAL REQUIREMENTS 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. Applicants shall be subject to a pre-employment physical examination to ensure they are able to perform the duties of the job.

Requires the mobility to work in an office and field environment. Requires the ability to sit, walk, stand, run, jump, climb, balance, bend, squat, twist, and reach while performing office duties and Treatment Plant work; lift and/or move approximately 50 pounds unassisted; use hands to finger, handle, feel or operate objects, tools, and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing; must be



Job Description

able to hear normal speech and other audible events, even in combination with other environmental and equipment noise. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

Must be willing to work shifts, weekends, holidays, and overtime as needed. All new employees must complete to the SCSD satisfaction a probationary period of not less than twelve months. The probationary period begins on the initial day of work performed by the employee.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

Position applied for: _____ Date: _____

Applicant Name: _____ Address: _____

Mailing Address: _____ Phone: _____ Cell: _____

How did you hear about the job opening? _____ E-mail: _____

Please list other names by which you have been known _____

Can you, after employment, submit proof Yes No
Of your legal right to work in the US?

Are you 18 years or older? Yes No
(If under 18 a work permit is required by state/federal laws)

Can you perform the essential requirements of the position you are applying for with or without reasonable accommodation? Yes No
(Note : SCSD complies with the ADA and state law and considers reasonable accommodation measures that may be necessary for eligible applicants and employees to perform essential functions.)

It is SCSD’s policy to provide equal opportunity to all persons without regard to race, color, religion, sex, pregnancy, marital or domestic partner status, sexual orientation, gender identity or expression, age, ancestry, national origin, disability, or medical condition, as defined in state and federal laws. This policy covers all aspects of employment, including, but not limited to, recruitment, selection, training, promotion, transfer, compensation, demotion and termination.

EMPLOYMENT HISTORY--Please list jobs you have had in the last 10 years starting with your current or most recent position.

Employer: _____ Your Job Title: _____

Address: _____ Your Supervisor & Title: _____

Employer’s Phone Number: _____ Dates Employed: From: _____ To: _____

Your Job Duties: _____

Reason for leaving: _____ May we contact? Yes No

Employer: _____ Your Job Title: _____

Address: _____ Your Supervisor & Title: _____

Employer’s Phone Number: _____ Dates Employed: From: _____ To: _____

Your Job Duties: _____

Reason for leaving: _____ May we contact? Yes No

Employer: _____ Your Job Title: _____

Address: _____ Your Supervisor & Title: _____

Employer’s Phone Number: _____ Dates Employed: From: _____ To: _____

Your Job Duties: _____

Reason for leaving: _____ May we contact? Yes No

Please attach additional sheets if necessary. Please complete this section even if you are attaching a resume or other materials. Please include military and volunteer experience. Application is continued on reverse.

EDUCATION AND TRAINING

	Name & Location of School	Course of Study Check last year completed	Degree/Diploma Received
High School		<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Water Certification			
Wastewater Certification			

LICENSES -- Please list any relevant driver's or other professional licenses or certifications

	Type or Class of License	Agency Issuing	Number and Expiration Date
Driver's			
Other			

REFERENCES -- Please list three references that we may contact at this time who are not related to you.

Name & Title _____ Address _____ Phone _____	What can this person tell us about you?
Name & Title _____ Address _____ Phone _____	What can this person tell us about you?
Name & Title _____ Address _____ Phone _____	What can this person tell us about you?

PLEASE CAREFULLY READ THE FOLLOWING APPLICANT'S STATEMENT BEFORE SIGNING:

I certify that the information contained in this application and any attachments is true and correct to the best of my knowledge. I authorize SCSD to thoroughly investigate my entire employment history, references, educational background, driving record, credit history, required licensing and certifications, and criminal record and I expressly authorize SCSD to verify all information provided in this employment application, related documents and/or employment-related interviews or discussions. Deliberate misrepresentations of fact may justify refusal of employment or if employed, termination from employment by SCSD. I understand that any misrepresentation or material omission may result to receive an offer or, if I am hired in this application, in my dismissal.

I understand that a medical examination, which may include a test for drugs and alcohol, may be required after an offer of employment is made but before employment begins. I expressly agree to present myself to a physician chosen by SCSD for such examination if requested by SCSD. I understand that all examination results will be treated confidentially by SCSD and that refusal to submit to such examination will result in withdrawal of the offer of employment.

I understand that SCSD is a drug free workplace and has an Arbitration Policy whereby employees agree to resolve all employment disputes by arbitration and to waive any rights to a trial by jury. I agree to abide by all SCSD Policies and Procedures.

I understand that SCSD is an "At Will" employer. If employed, I will be free to resign at any time for any reason and SCSD similarly retains the right to terminate my employment at will.

Signed: _____ Date: _____

2017/18 Job Classifications and Salaries

Scotia Community Services District

Classifications	Annual	Monthly	Hourly
Operations Supervisor	\$ 66,000.00	\$ 5,500.00	\$ 31.73
W/WW Lead Plant Operator	\$ 60,000.00	\$ 5,000.00	\$ 28.85
Treatment Plant Operator II	\$ 54,000.00	\$ 4,500.00	\$ 25.96
Treatment Plant Operator I	\$ 49,000.00	\$ 4,083.33	\$ 23.56
Admin. Assistant/ Clerk	\$ 45,000.00	\$ 3,750.00	\$ 21.65
Maintenance Worker II	\$ 40,000.00	\$ 3,333.33	\$ 19.23
Maintenance Worker I (3/4 time)	\$ 35,000.00	\$ 2,917.00	\$ 16.83
Office Assistant	\$ 31,200.00	\$ 2,600.00	\$ 15.00

2017/18 Five Step Pay Range

Scotia Community Services District

Classifications	Step 1	Step 2	Step 3	Step 4	Step 5
Operations Supervisor	\$ 31.73	\$ 32.36	\$ 33.01	\$ 33.67	\$ 34.35
W/WW Lead Plant Operator	\$ 28.85	\$ 29.43	\$ 30.02	\$ 30.62	\$ 31.23
Treatment Plant Operator II	\$ 25.96	\$ 26.48	\$ 27.01	\$ 27.55	\$ 28.10
Treatment Plant Operator I	\$ 23.56	\$ 24.03	\$ 24.51	\$ 25.00	\$ 25.50
Admin. Assistant/ Clerk	\$ 21.65	\$ 22.08	\$ 22.52	\$ 22.98	\$ 23.43
Maintenance Worker II	\$ 19.23	\$ 19.61	\$ 20.01	\$ 20.41	\$ 20.82
Maintenance Worker I (3/4 time)	\$ 16.83	\$ 17.17	\$ 17.51	\$ 17.86	\$ 18.22
Office Assistant	\$ 15.00	\$ 15.30	\$ 15.61	\$ 15.92	\$ 16.24
	*All Step increases are in 2% increments				