



AGENDA

CIVIL SERVICE COMMISSION REGULAR MEETING – 5:15 P.M.

COMMISSIONERS
Patricia Wright, Chair
Brenda Plechaty, Vice Chair
Leslie Janik
David Sostarich
Sheila Tennyson

Vallejo City Hall
Council Chambers, 2nd Floor
555 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

September 9, 2024

NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom. City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.

IMPORTANT NOTICE REGARDING SEPTEMBER 9, 2024 **CIVIL SERVICE COMMISSION MEETING**

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Civil Service Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to Government Code Section 5495.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item.

Those wishing to address the Commission on any matter for which another opportunity to speak is not provided on the AGENDA, but which is within the jurisdiction of the Commission to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

PUBLIC COMMENT: Members of the Public may provide public comments during the Civil Service Commission Meeting in person or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833.

**For additional instructions on how to speak remotely during public comment, please visit,
www.cityofvallejo.net/publiccomment**

VIEW THE MEETING:

There are four different ways you can view this public meeting:

- **In Person**
- **Watch Vallejo local channel 28**
- **Stream from the City website: www.cityofvallejo.net/Streaming**
- **Join the Zoom webinar: <https://ZoomRegular.Cityofvallejo.net>**

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Commission will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Civil Service Commission. Such documents may also be available on the City of Vallejo website subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562.



Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the Civil Service Commission Staff Secretary. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

Hybrid Options are available for members of the public to participate. To participate remotely:

<https://ZoomRegular.CityofVallejo.net>

Option to join by phone:

Dial (669) 900-6833

Enter Meeting ID: 914 0075 0676#

Press *9 to digitally raise your hand from the phone

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
SEPTEMBER 9, 2024

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. SWEARING IN NEW COMMISSIONER**
- 5. WRITTEN COMMUNICATIONS**
- 6. EXECUTIVE SECRETARY’S REPORT**
- 7. REPORT OF CHAIRPERSON AND COMMISSIONERS**
- 8. REPORT OF THE CITY COUNCIL LIAISON**
- 9. COMMUNITY FORUM**

*The Community Forum is an opportunity to address the Civil Service Commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Commission to resolve. Any interested members of the public desiring to communicate with the Commission as part of the First Community Forum may do so in person by signing into the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. When called upon, each speaker should step to the podium, state his/her name for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to a maximum of three minutes pursuant to Vallejo Municipal Code Section 2.02.300.*

10. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

*Members of the public wishing to address the Civil Service Commission on Consent Calendar items may do so in person by signing into the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Commission. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.*

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the May 13, 2024, meeting.

B. APPROVAL OF AGENDA

11. ACTION CALENDAR

*NOTICE: Members of the public wishing to address the Civil Service Commission on Action Calendar Items may do so in person by signing into the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420. In person speakers will be recognized first.*

A. APPROVE CLASSIFICATION SPECIFICATION REVISIONS FOR WATER TREATMENT PLANT OPERATOR CLASS SERIES AND WATER TREATMENT PLANT SUPERVISOR

Recommendation: By motion, approve the revisions to the classification specifications for Water Treatment Plant Operator Trainee I, Water Treatment Plant Operator Trainee II, Water Treatment Plant Operator, Senior Water Treatment Plant Operator, Water Treatment Plant Supervisor

Contact: April Adams, Human Resources Program Manager, (707) 648-4378
april.adams@cityofvallejo.net.

12. ADJOURNMENT

CERTIFICATE

I, April Adams, Executive Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Civil Service Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., Friday, September 6, 2024.

Dated: September 6, 2024

April Adams
Digitally signed by April Adams
DN: cn=April Adams, o=City of Vallejo, ou=Human Resources, email=april.adams@cityofvallejo.net, c=US
Date: 2024.09.06 14:48:10 -0700

April Adams, Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
May 13, 2024**

**COUNCIL CHAMBERS
555 Santa Clara Street, Vallejo, California**

1. CALL TO ORDER

The meeting was called to order at 5:17 p.m.

2. FLAG SALUTE

3. ROLL CALL

Present: Chair Wright, Vice Chair Plechaty, Commissioners Janik, and Sostarich

Absent: Commissioner Carter

Staff present: Executive Secretary Adams, Chief Assistant City Attorney Risner, and Deputy City Clerk Joya

4. WRITTEN COMMUNICATIONS – None

5. EXECUTIVE SECRETARY’S REPORT - None

6. REPORT OF CHAIRPERSON AND COMMISSIONERS – None

7. REPORT OF THE CITY COUNCIL LIAISON – None

8. COMMUNITY FORUM – None

9. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Action: *Moved by Vice Chair Plechaty, second by Commissioner Janik, and carried unanimously by all Commissioners present to approve the Agenda and Consent Calendar. (Absent – Carter)*

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the February 12, 2024, meeting.

B. APPROVAL OF AGENDA

10. ACTION CALENDAR

**A. APPROVE TITLE AND SPECIFICATION OF NEW NON-CLASSIFIED POSITION
OF ENTERPRISE SYSTEMS APPLICATION OFFICER**

Recommendation: By motion, approve the title and specification of the non-classified position of Enterprise Systems Application Officer

Contact: April Adams, Human Resources Program Manager, (707) 648-4378

april.adams@cityofvallejo.net.

Executive Secretary Adams provided an overview of the staff report and outline the recommendation.

Staff responded to questions from Commissioners. Commissioners provided comments.

Speakers: None

Action: *Moved by Vice Chair Plechaty, second by Chair Wright, and carried unanimously by all Commissioners present to approve the title and specification of new non-classified position of Enterprise Systems Application Officer. (Absent – Carter)*

11. ADJOURNMENT

The meeting adjourned at 5:32 p.m.

PATRICIA WRIGHT, CHAIR

ATTEST:

APRIL ADAMS, EXECUTIVE SECRETARY



Department of Human Resources · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4363

To: Civil Service Commission

From: April Adams, Human Resources Program Manager

Date: September 3, 2024

Subject: Approve Classification Specification Revisions for Water Treatment Plant Operator Trainee I, Water Treatment Plant Operator Trainee II, Water Treatment Plant Operator, Senior Water Treatment Plant Operator, and Water Treatment Plant Supervisor

RECOMMENDATION

Approve the classification revisions for Water Treatment Plant Operator Trainee I, Water Treatment Plant Operator Trainee II, Water Treatment Plant Operator, Senior Water Treatment Plant Operator, and Water Treatment Plant Supervisor.

REASON FOR RECOMMENDATION

Human Resources recently conducted a recruitment for the classification of Water Treatment Plant Operator. It was determined from that recruitment that a significant number of applicants who met the experience and education requirements for the position did not meet a portion of the certification requirement which required applicants to possess valid certifications for hazardous materials, confined space entry, CPR/first aid, and forklift safety at the time of application. The impact to the recruitment for Water Treatment Plant Operator prompted Human Resources to review other classifications in the Water Treatment Plant Operator series to determine if they contained the same language. It was determined that this language was not only contained in the classification for Water Treatment Plant Operator but was also contained in the classifications for Water Treatment Plant Operator Trainee I, Water Treatment Plant Operator Trainee II, Senior Water Treatment Plant Operator, and Water Treatment Plant Supervisor. Human Resources conducted a study to determine the certification requirements comparator agencies required of the same classifications. It was determined that none of the City's comparator agencies require these certifications (hazardous materials, confined space entry, CPR/first aid, and forklift safety) at the time of application. Human Resources collaborated with the Water Department and IBEW local 1245 to revise the certification requirements these classifications to allow for new employees to obtain certification for hazardous materials, confined space entry, CPR/first aid, and forklift safety within 12 months of hire.

It should be noted that these certifications (hazardous materials, confined space entry, CPR/first aid, and forklift safety) are not needed on the first day of employment in order for an employee to perform the duties of their job successfully. New employees who do not possess these certifications at the time of hire will not perform tasks that would require these certifications and will pose no risk to themselves, other staff, or the treatment and conveyance of the City's water supply.

For uniformity and consistency, we are recommending that we revise the certification language in each of the classifications listed.

BACKGROUND AND DISCUSSION

Civil Service Rule 4.6 states that revisions to the classification plan shall be approved by the Commission either by changes in the classification title, by amendments of specifications or by addition of a class without amendments to the Civil Service Rules and Regulations. Significant revisions as used in Rule 4.6 means revisions that alter the substantive meaning of any job duty detailed in existing classification plan. This expression does not include editorial, stylistic or other revisions that have minimal or have no impact on the basic meaning of the job duties detailed in the existing classification plan which shall be considered "minor revisions". If significant revisions to a classification plan are being proposed for approval by the Commission with or without agreement from the affected collective bargaining units representing the class at least three (3) calendar days prior to meeting at which a classification recommendation is being made. All minor revisions to a classification plan may be approved by the Executive Secretary.

The proposed revision to these classifications changes the minimum requirements that an applicant must meet in order to be eligible to compete in the selection process and are therefore considered significant. The Commission's role is to consider the recommendation of the City to revise the classification specifications for Water Treatment Plant Operator Trainee I, Water Treatment Plant Operator Trainee II, Water Treatment Plant Operator, Senior Water Treatment Plant Operator, and Water Treatment Plant Supervisor.

DOCUMENTS ATTACHED

Attachment A – Classification Specification Revision (Redline) – Water Treatment Plant Operator Trainee I

Attachment B – Classification Specification Revision (Clean) – Water Treatment Plan Operator Trainee I

Attachment C – Classification Specification Revision (Redline) – Water Treatment Plant Operator Trainee II

Attachment D – Classification Specification Revision (Clean) – Water Treatment Plant Operator Trainee II

Attachment E - Classification Specification Revision (Redline) – Water Treatment Plant Operator

Attachment F - Classification Specification Revision (Clean) – Water Treatment Plant Operator

Attachment G - Classification Specification Revision (Redline) – Senior Water Treatment Plant Operator

Attachment H - Classification Specification Revision (Clean) – Senior Water Treatment Plant Operator

Attachment I - Classification Specification Revision (Redline) – Water Treatment Plant Supervisor

Attachment J - Classification Specification Revision (Clean) – Water Treatment Plant Supervisor

CONTACT

April Adams
Human Resources Program Manager
Contact Information: (707) 648-4378
April.adams@cityofvallejo.net

WATER TREATMENT PLANT OPERATOR TRAINEE I**SUMMARY DESCRIPTION**

Under immediate supervision, to learn and perform a variety of basic and routine tasks required in the operation and maintenance of the City's water treatment and distribution facilities.

DISTINGUISHING CHARACTERISTICS

This is the first trainee level classification in the Water Treatment Plant Operator series. This is an entry level classification with limited or no directly related experience required, representing the first level of a progressive classification series designed to prepare an incumbent over the course of thirty-six (36) months from date of hire into this classification, to qualify as a journey-level shift operator, certified by the California State Water Resources Control Board (SWRCB) as a Grade T3 Water Treatment Plant Operator. Within thirty-six (36) months of the date of hire into this classification, incumbents are expected to have obtained the required knowledge, skills, and abilities to qualify for advancement into the classification of Water Treatment Plant Operator Trainee II, and on to the destination classification of Water Treatment Plant Operator. Incumbents receive training and close supervision and are assigned tasks that are routine in nature, requiring limited judgment and decision making. This classification is distinguished from the Water Treatment Plant Operator Trainee II class, in that the latter is the second trainee level classification, serving as the intermediate step toward preparation for advancement to the full journey level Water Treatment Plant Operator Class.

As a condition of employment with the City of Vallejo in the classification of Water Treatment Plant Operator Trainee I, and continuation in this progressive classification series, incumbents are required to complete the requisite training and education to become certified by the California State Water Resources Control Board (SWRCB) as a Grade T2 Water Treatment Plant Operator within twelve (12) months or two (2) State provided/mandated testing cycles of the date of hire into this classification, as well as to demonstrate satisfactory performance in assigned tasks. Incumbents will retain employment and advance to the second trainee level after demonstrating the required knowledge, skills, and abilities, as well as successfully obtaining the Grade T2 Water Treatment Plant Operator certification. If the incumbent is unable to obtain and maintain a Grade T2 Water Treatment Plant Operator certification within twelve (12) months of the date of hire or two (2) State provided/mandated testing cycles, employment will be terminated.

SUPERVISION RECEIVED AND EXERCISED

Receives lead direction from Water Treatment Plant Operators and Senior Water Treatment Plant Operators, and immediate supervision from Water Treatment Plant Supervisors and/or other supervisory or management staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Learn to operate, monitor, adjust and control functions within a water treatment plant, distribution system and sludge de-watering facility, using local controls and the Supervisory Control and Data Acquisition

System (SCADA).

Learn to operate and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.

Learn to regulate the flow of water into and through the source water transmission system, the water treatment plant, and the distribution system.

Learn to record entries, update and maintain plant operation logs, forms and reports; learn to perform and document calculations related to plant operational activities.

Learn to monitor water quality by use of online instrumentation, sampling procedures, and performing analyses using standardized testing methods, tools, and equipment in a plant process laboratory, and at various stages in the treatment process.

Learn to mix and apply chemicals for use at various stages in the treatment process.

Learn to calculate dosages and adjust chemical feeders/chemical injection pumps for proper operation and application of chemicals in order to ensure a high finished water quality standard.

Learn to work with hazardous chemicals related to water treatment and laboratory operations; receive training in and assist in spill prevention and response at City facilities.

Learn to maintain plant, operating equipment and facilities in a clean and orderly condition; perform routine housekeeping inside and outside the plant and conduct regular site safety inspections as directed.

Learn to dispatch call-out personnel as required for emergency situations at all hours.

Learn to assist in the receiving, safe unloading and storage of chemicals and materials by hand and by use of motorized and mechanical equipment.

Perform other duties and responsibilities as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Basic principles of mathematics, biology, chemistry, and applied hydraulics.

Basic computer (PC) skills in Microsoft Office Suite software.

Safe work practices and use of related personal protective equipment.

ABILITY TO:

Understand and carry out written and oral instructions.

Accurately read, interpret and document information from instruments and recording devices.

Learn how to read and interpret plant piping and distribution diagrams and other technical documents.

Identify problems and hazardous situations.

Learn the practices, procedures, techniques, regulations, and laws pertaining to water treatment plant and distribution system operations.

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

Work any shift, rotations, weekends, and holidays, at any Water Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers safely.

Wear respiratory protection equipment as required; perform required duties while wearing a Self-Contained Breath Apparatus (SCBA).

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

None required.

Related experience is desirable.

Education:

Equivalent to completion of the twelfth (12th) grade.

License or Certificate:

Possession of, and ability to maintain, a valid driver's license.

The ability to obtain the Grade T2 Water Treatment Plant Operator certification issued by the California State Water Resources Control Board (SWRCB) within twelve (12) months of the date of hire is required. Once hired into this classification, failure to obtain the Grade T2 certification within the 12 months or two (2) State provided/mandated testing cycles, will result in termination of employment.

Possession of, ~~and ability to maintain,~~ current and valid certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety at the time of appointment is desirable, but must be obtained within the first 12 months of employment and maintained thereafter.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title 1 Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and maintain facial hair at all times as required to not interfere with wearing respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safely while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

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

CSC Executive Secretary

Date

Date Adopted by CSC June 2015

Revised September 9, 2024 New _____

Date Adopted by City Council _____ Council Agenda Item _____

Class Code 2320

Pay Grade 20I

Bargaining Unit IBEW

Exempt _____ Non-Exempt X

EEOC Category 03

WATER TREATMENT PLANT OPERATOR TRAINEE I

SUMMARY DESCRIPTION

Under immediate supervision, to learn and perform a variety of basic and routine tasks required in the operation and maintenance of the City's water treatment and distribution facilities.

DISTINGUISHING CHARACTERISTICS

This is the first trainee level classification in the Water Treatment Plant Operator series. This is an entry level classification with limited or no directly related experience required, representing the first level of a progressive classification series designed to prepare an incumbent over the course of thirty-six (36) months from date of hire into this classification, to qualify as a journey-level shift operator, certified by the California State Water Resources Control Board (SWRCB) as a Grade T3 Water Treatment Plant Operator. Within thirty-six (36) months of the date of hire into this classification, incumbents are expected to have obtained the required knowledge, skills, and abilities to qualify for advancement into the classification of Water Treatment Plant Operator Trainee II, and on to the destination classification of Water Treatment Plant Operator. Incumbents receive training and close supervision and are assigned tasks that are routine in nature, requiring limited judgment and decision making. This classification is distinguished from the Water Treatment Plant Operator Trainee II class, in that the latter is the second trainee level classification, serving as the intermediate step toward preparation for advancement to the full journey level Water Treatment Plant Operator Class.

As a condition of employment with the City of Vallejo in the classification of Water Treatment Plant Operator Trainee I, and continuation in this progressive classification series, incumbents are required to complete the requisite training and education to become certified by the California State Water Resources Control Board (SWRCB) as a Grade T2 Water Treatment Plant Operator within twelve (12) months or two (2) State provided/mandated testing cycles of the date of hire into this classification, as well as to demonstrate satisfactory performance in assigned tasks. Incumbents will retain employment and advance to the second trainee level after demonstrating the required knowledge, skills, and abilities, as well as successfully obtaining the Grade T2 Water Treatment Plant Operator certification. If the incumbent is unable to obtain and maintain a Grade T2 Water Treatment Plant Operator certification within twelve (12) months of the date of hire or two (2) State provided/mandated testing cycles, employment will be terminated.

SUPERVISION RECEIVED AND EXERCISED

Receives lead direction from Water Treatment Plant Operators and Senior Water Treatment Plant Operators, and immediate supervision from Water Treatment Plant Supervisors and/or other supervisory or management staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Learn to operate, monitor, adjust and control functions within a water treatment plant, distribution system and sludge de-watering facility, using local controls and the Supervisory Control and Data Acquisition

System (SCADA).

Learn to operate and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.

Learn to regulate the flow of water into and through the source water transmission system, the water treatment plant, and the distribution system.

Learn to record entries, update and maintain plant operation logs, forms and reports; learn to perform and document calculations related to plant operational activities.

Learn to monitor water quality by use of online instrumentation, sampling procedures, and performing analyses using standardized testing methods, tools, and equipment in a plant process laboratory, and at various stages in the treatment process.

Learn to mix and apply chemicals for use at various stages in the treatment process.

Learn to calculate dosages and adjust chemical feeders/chemical injection pumps for proper operation and application of chemicals in order to ensure a high finished water quality standard.

Learn to work with hazardous chemicals related to water treatment and laboratory operations; receive training in and assist in spill prevention and response at City facilities.

Learn to maintain plant, operating equipment and facilities in a clean and orderly condition; perform routine housekeeping inside and outside the plant and conduct regular site safety inspections as directed.

Learn to dispatch call-out personnel as required for emergency situations at all hours.

Learn to assist in the receiving, safe unloading and storage of chemicals and materials by hand and by use of motorized and mechanical equipment.

Perform other duties and responsibilities as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Basic principles of mathematics, biology, chemistry, and applied hydraulics.

Basic computer (PC) skills in Microsoft Office Suite software.

Safe work practices and use of related personal protective equipment.

ABILITY TO:

Understand and carry out written and oral instructions.

Accurately read, interpret and document information from instruments and recording devices.

Learn how to read and interpret plant piping and distribution diagrams and other technical documents.

Identify problems and hazardous situations.

Learn the practices, procedures, techniques, regulations, and laws pertaining to water treatment plant and distribution system operations.

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

Work any shift, rotations, weekends, and holidays, at any Water Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers safely.

Wear respiratory protection equipment as required; perform required duties while wearing a Self-Contained Breath Apparatus (SCBA).

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

None required.

Related experience is desirable.

Education:

Equivalent to completion of the twelfth (12th) grade.

License or Certificate:

Possession of, and ability to maintain, a valid driver's license.

The ability to obtain the Grade T2 Water Treatment Plant Operator certification issued by the California State Water Resources Control Board (SWRCB) within twelve (12) months of the date of hire is required. Once hired into this classification, failure to obtain the Grade T2 certification within the 12 months or two (2) State provided/mandated testing cycles, will result in termination of employment.

Possession of current and valid certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety at the time of appointment is desirable, but must be obtained within the first 12 months of employment and maintained thereafter.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title 1 Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and maintain facial hair at all times as required to not interfere with wearing respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safely while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

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

CSC Executive Secretary

Date

Date Adopted by CSC June 2015

Revised September 9, 2024 New _____

Date Adopted by City Council _____ Council Agenda Item _____

Class Code 2320

Pay Grade 20I

Bargaining Unit IBEW

Exempt _____ Non-Exempt X

EEOC Category 03

WATER TREATMENT PLANT OPERATOR TRAINEE II

SUMMARY DESCRIPTION

Under immediate supervision, to perform a variety of moderate tasks required in the operation and maintenance of the City's water treatment and distribution facilities.

DISTINGUISHING CHARACTERISTICS

This is the second trainee level classification in the Water Treatment Plant Operator series. This is an intermediate level classification, with incumbents having some directly related experience and having successfully obtained their Grade T2 Water Treatment Plant Operator certification; representing the second level of a progressive classification series designed to prepare an incumbent over the course of twenty-four (24) months from date of advancement into this classification, to qualify as a journey-level shift operator, certified by the California State Water Resources Control Board (SWRCB) as a Grade T3 Water Treatment Plant Operator. Within twenty-four (24) months of the date of advancement into this classification, incumbents are expected to have obtained the required knowledge, skills, and abilities to qualify for advancement into the classification of Water Treatment Plant Operator. Employees in this class normally have some directly related work experience and are not yet prepared to perform the full range of work assigned to the journey-level classification of Water Treatment Plant Operator. Incumbents continue to receive training and close supervision and are expected to apply acquired job skills to complete tasks of moderate scope and complexity. Judgment is exercised within defined guidelines and procedures to determine appropriate action. This classification is distinguished from the Water Treatment Plant Operator class, in that the latter is the journey level position responsible for independently performing the full range of shift operator duties and maintenance involved in the City's drinking water treatment plant, transmission, distribution systems, and appurtenances.

SUPERVISION RECEIVED AND EXERCISED

Receives lead direction from Water Treatment Plant Operators and Senior Water Treatment Plant Operators, and immediate supervision from Water Treatment Plant Supervisors and other supervisory or management staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Operate, monitor, and adjust control functions within a water treatment plant, distribution system and sludge de-watering facility, using local controls and Supervisory Control and Data Acquisition System (SCADA).

Operate and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.

Regulate the flow of water into and through the source water transmission system, the water treatment plant, and the distribution system.

Record entries, update and maintain plant operation logs, forms and reports; perform and document calculations related to plant operational activities.

Monitor water quality through online instrumentation, sampling procedures, and performing analyses using standardized testing methods, tools, and equipment in a plant process laboratory, and at various stages in the treatment process.

Mix and apply chemicals for use at various stages in the treatment process.

Calculate dosages and adjust chemical feeders/chemical injection pumps for proper operation and application of chemicals in order to ensure a high finished water quality standard.

Work with hazardous chemicals related to water treatment and laboratory operations; receive training in and assist in spill prevention and response at City facilities.

Maintain plant, operating equipment and facilities in a clean and orderly condition; perform routine housekeeping inside and outside the plant and conduct regular site safety inspections.

Learn to dispatch call-out personnel as required for emergency situations at all hours.

Receive, safely unload and store chemicals and materials by hand and by use of motorized and mechanical equipment.

Safely operate a City-owned motor vehicle for travel to a number of pumping stations and water distribution and treatment facilities; operate City communication equipment.

Perform related duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

Standard principles of mathematics, biology, chemistry, and hydraulics as applied in the operation of a drinking water treatment facility .

Standard principles and practices of drinking water treatment plant operations, as well as applicable drinking water standards and regulations.

Operating principles of plant equipment such as valves, pumps, motors, controls, instrumentation and telemetry.

Basic computer (PC) skills in Microsoft Office Suite software.

Safety regulations pertaining to industrial work practices and use of related equipment.

ABILITY TO:

Understand and carry out written and oral instructions.

Read and interpret plant piping and distribution diagrams and other technical documents.

Identify problems and hazardous situations.

Learn and apply daily practices, procedures, techniques, regulations, and laws pertaining to water treatment plant and distribution system operations.

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

Work any shift, rotation, weekends, and holidays, at any Water Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers safely.

Perform simple to moderately complex tasks while wearing Level A personal protective equipment.

Wear respiratory protection equipment as required; perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

A minimum of twelve (12) months of experience within the classification of Water Treatment Plant Operator Trainee I with the City of Vallejo or two (2) years' experience performing duties similar to those of a Water Treatment Plant Operator II with a valid T2 license.

Education:

Equivalent to completion of the twelfth (12th) grade.

Successful completion of relevant courses required in order to obtain Grade T2 certification from the California State Water Resources Control Board (SWRCB).

License or Certificate:

Possession of, and ability to maintain, a valid driver's license.

Possession of, and ability to maintain, a Water Treatment Plant Operator Grade T2 Certification issued by the California State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification throughout employment for this classification will result in termination of employment.

The ability to obtain the Grade T3 Water Treatment Plant Operator certification issued by the California State Water Resources Control Board (SWRCB) within twenty-four (24) months of the date of hire is required. Once hired into this classification, failure to obtain the Grade T3 certification within 24 months will result in termination of employment.

Possession of, ~~and ability to maintain,~~ current and valid certifications for Hazardous Materials

Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety at the time of appointment is desirable, but must be obtained within the first 12 months of employment and maintained thereafter.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title 1 Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and maintain facial hair at all times as required to not interfere with wearing respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safely while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

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

CSC Executive Secretary

Date

Date Adopted by CSC June 2015

Revised September 9, 2024 New _____

Date Adopted by City Council _____

Council Agenda Item _____

Class Code 2325

Pay Grade 60I

Bargaining Unit IBEW

Exempt _____ **Non-Exempt** X

EEOC Category 03

WATER TREATMENT PLANT OPERATOR TRAINEE II

SUMMARY DESCRIPTION

Under immediate supervision, to perform a variety of moderate tasks required in the operation and maintenance of the City's water treatment and distribution facilities.

DISTINGUISHING CHARACTERISTICS

This is the second trainee level classification in the Water Treatment Plant Operator series. This is an intermediate level classification, with incumbents having some directly related experience and having successfully obtained their Grade T2 Water Treatment Plant Operator certification; representing the second level of a progressive classification series designed to prepare an incumbent over the course of twenty-four (24) months from date of advancement into this classification, to qualify as a journey-level shift operator, certified by the California State Water Resources Control Board (SWRCB) as a Grade T3 Water Treatment Plant Operator. Within twenty-four (24) months of the date of advancement into this classification, incumbents are expected to have obtained the required knowledge, skills, and abilities to qualify for advancement into the classification of Water Treatment Plant Operator. Employees in this class normally have some directly related work experience and are not yet prepared to perform the full range of work assigned to the journey-level classification of Water Treatment Plant Operator. Incumbents continue to receive training and close supervision and are expected to apply acquired job skills to complete tasks of moderate scope and complexity. Judgment is exercised within defined guidelines and procedures to determine appropriate action. This classification is distinguished from the Water Treatment Plant Operator class, in that the latter is the journey level position responsible for independently performing the full range of shift operator duties and maintenance involved in the City's drinking water treatment plant, transmission, distribution systems, and appurtenances.

SUPERVISION RECEIVED AND EXERCISED

Receives lead direction from Water Treatment Plant Operators and Senior Water Treatment Plant Operators, and immediate supervision from Water Treatment Plant Supervisors and other supervisory or management staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Operate, monitor, and adjust control functions within a water treatment plant, distribution system and sludge de-watering facility, using local controls and Supervisory Control and Data Acquisition System (SCADA).

Operate and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.

Regulate the flow of water into and through the source water transmission system, the water treatment plant, and the distribution system.

Record entries, update and maintain plant operation logs, forms and reports; perform and document calculations related to plant operational activities.

Monitor water quality through online instrumentation, sampling procedures, and performing analyses using standardized testing methods, tools, and equipment in a plant process laboratory, and at various stages in the treatment process.

Mix and apply chemicals for use at various stages in the treatment process.

Calculate dosages and adjust chemical feeders/chemical injection pumps for proper operation and application of chemicals in order to ensure a high finished water quality standard.

Work with hazardous chemicals related to water treatment and laboratory operations; receive training in and assist in spill prevention and response at City facilities.

Maintain plant, operating equipment and facilities in a clean and orderly condition; perform routine housekeeping inside and outside the plant and conduct regular site safety inspections.

Learn to dispatch call-out personnel as required for emergency situations at all hours.

Receive, safely unload and store chemicals and materials by hand and by use of motorized and mechanical equipment.

Safely operate a City-owned motor vehicle for travel to a number of pumping stations and water distribution and treatment facilities; operate City communication equipment.

Perform related duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

Standard principles of mathematics, biology, chemistry, and hydraulics as applied in the operation of a drinking water treatment facility.

Standard principles and practices of drinking water treatment plant operations, as well as applicable drinking water standards and regulations.

Operating principles of plant equipment such as valves, pumps, motors, controls, instrumentation and telemetry.

Basic computer (PC) skills in Microsoft Office Suite software.

Safety regulations pertaining to industrial work practices and use of related equipment.

ABILITY TO:

Understand and carry out written and oral instructions.

Read and interpret plant piping and distribution diagrams and other technical documents.

Identify problems and hazardous situations.

Learn and apply daily practices, procedures, techniques, regulations, and laws pertaining to water treatment plant and distribution system operations.

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

Work any shift, rotation, weekends, and holidays, at any Water Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers safely.

Perform simple to moderately complex tasks while wearing Level A personal protective equipment.

Wear respiratory protection equipment as required; perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

A minimum of twelve (12) months of experience within the classification of Water Treatment Plant Operator Trainee I with the City of Vallejo or two (2) years' experience performing duties similar to those of a Water Treatment Plant Operator II with a valid T2 license.

Education:

Equivalent to completion of the twelfth (12th) grade.

Successful completion of relevant courses required in order to obtain Grade T2 certification from the California State Water Resources Control Board (SWRCB).

License or Certificate:

Possession of, and ability to maintain, a valid driver's license.

Possession of, and ability to maintain, a Water Treatment Plant Operator Grade T2 Certification issued by the California State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification throughout employment for this classification will result in termination of employment.

The ability to obtain the Grade T3 Water Treatment Plant Operator certification issued by the California State Water Resources Control Board (SWRCB) within twenty-four (24) months of the date of hire is required. Once hired into this classification, failure to obtain the Grade T3 certification within 24 months will result in termination of employment.

Possession of current and valid certifications for Hazardous Materials Technician, Confined Space

Entry, CPR/First Aid, and Fork Lift Safety at the time of appointment is desirable, but must be obtained within the first 12 months of employment and maintained thereafter.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title 1 Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and maintain facial hair at all times as required to not interfere with wearing respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safely while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

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

CSC Executive Secretary

Date

Date Adopted by CSC June 2015

Revised September 9, 2024 New _____

Date Adopted by City Council _____

Council Agenda Item _____

Class Code 2325

Pay Grade 60I

Bargaining Unit IBEW

Exempt _____ **Non-Exempt** X

EEOC Category 03

WATER TREATMENT PLANT OPERATOR

SUMMARY DESCRIPTION

Under general supervision, to perform a variety of skilled technical duties and semi-skilled labor, as regulated by Federal and State potable water treatment guidelines, in the operation and maintenance of the City's drinking water treatment plants, transmission, distribution systems, and appurtenances.

DISTINGUISHING CHARACTERISTICS

This is the full journey level classification in the Water Treatment Plant Operator series. Employees in this classification have completed the thirty-six (36) month trainee portion of this progressive classification series (or equivalent experience from an outside agency), successfully obtained their Grade T3, and successfully demonstrated their ability to perform the full range of responsibilities including operating and maintaining serviceable water supply through the City's transmission, distribution facilities, water treatment plants and sludge de-watering facility, often without immediate supervision. Incumbents apply independent judgement and standard job knowledge to resolve issues/problems of diverse scope where analysis of data requires evaluation of identifiable factors, initiative, and action within established operational parameters.

This classification is distinguished from the Senior Water Treatment Plant Operator class, in that the latter is the advanced journey level responsible for the most complex tasks, and requiring frequent analysis of unique issues/problems without precedent and/or structure.

As a condition of continued employment with the City of Vallejo in the classification of Water Treatment Plant Operator, incumbents are required to maintain Grade T3 certification by the California State Water Resources Control Board (SWRCB). If incumbent is unable to maintain a Grade T3 Water Treatment Plant Operator certification, employment will be terminated.

SUPERVISION RECEIVED AND EXERCISED

Receives lead direction from Senior Water Treatment Plant Operators and general supervision from Water Treatment Plant Supervisors and/or other supervisory and management staff.

Provides lead direction to Water Treatment Plant Operator Trainees.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Operate, monitor, and adjust control functions within a water treatment plant, distribution system and sludge de-watering facility, using local controls and Supervisory Control and Data Acquisition System (SCADA).

Operate and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.

Regulate the flow of water into and through the source water transmission system, the water treatment plant, and the distribution system.

Record entries, update and maintain plant operation logs, forms and reports; perform and document calculations related to plant operational activities.

Monitor water quality through online instrumentation, sampling procedures, and performing analyses using standardized testing methods, tools, and equipment in a plant process laboratory, and at various stages in the treatment process.

Mix and apply chemicals for use at various stages in the treatment process.

Calculate dosages and adjust feeders/chemical injection pumps for proper operation and application of chemicals in order to ensure a high finished water quality standard.

Work with hazardous chemicals related to water treatment and laboratory operations; receive training in and assist in spill prevention and response at City facilities.

Maintain plant, operating equipment and facilities in a clean and orderly condition; perform routine housekeeping inside and outside the plant and conduct regular site safety inspections.

Dispatch call-out personnel as required as required for emergency situations at all hours.

Schedule, receive, safely unload, and store chemicals and materials by hand and by use of motorized and mechanical equipment; record deliveries and ensure adequate supplies.

Safely operate a City-owned motor vehicle for travel to a number of pumping stations and water distribution and treatment facilities; operate City communication equipment.

Correctly regulate waste side-streams and return flows.

Assemble, update, and maintain plant operations logs and reports; perform and record mathematical calculations related to plant operational activities, process testing and control.

May act in a central communications function as follows: taking, relaying, transmitting, and providing information to and from City personnel or outside emergency services as required.

Receive business contact with other city employees, customer inquiries and make every effort to enhance public relations.

Conduct general tours of the facilities.

Provide for safe plant conditions and working environment at all times by exercising a routine of attentiveness and proactive responses to plant safety and security matters.

Participate in accurate and complete shift change turn-overs to discuss vital plant information.

Participate in emergency preparedness training and exercises.

Perform related duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

Standard principles of mathematics, biology, chemistry, and hydraulics as applied in the operation of a drinking water treatment facility and throughout the distribution systems.

Standard principles and practices of drinking water treatment plant operations, laboratory analysis techniques and current drinking water standards and regulations.

Operating principles of plant equipment such as valves, pumps motors, controls, instrumentation and telemetry.

Basic computer (PC) skills in Microsoft Office Suite software.

Safety regulations pertaining to industrial work practices and use of related equipment.

Operational and safety regulations pertaining to water treatment plant operations and vehicle and equipment usage.

Regulations, techniques and equipment used in managing, mitigation, recovery and reporting of hazardous materials release.

ABILITY TO:

Understand and carry out written and oral instructions.

Read and interpret gauges and other recording devices, plant piping and distribution diagrams and other technical documents.

Logically solve problems and identify hazardous work conditions.

Apply the practices, procedures, techniques, and treatment rules pertaining to the operation of water treatment plants and distribution system into daily practice.

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

Work any shift, rotation, weekends, and holidays, at any Water Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers.

Operate and maintain water treatment plant equipment.

Perform simple to moderately complex tasks while wearing Level A personal protective equipment.

Wear respiratory protection equipment as required; perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

Maintain the ability to perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

Diagnose operating problems and take effective courses of action.

Make independent technical decisions within established parameters to maintain proper treatment operations.

Perform simple repair or maintenance to plant equipment such as pumps, valves, and electronic monitoring devices.

Independently operate all of the Water Department's facilities.

Exercise all phases of plant operations: start-up, shutdown, reduction or bypass of unit processes, adverse or emergency conditions.

Accurately observe and record operating conditions and furnish verbal reports.

Work independently without supervision.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Completion of thirty-six (36) months of experience in the Water Treatment Plant Operator Trainee I & II (or equivalent experience from an outside agency), successful demonstration of ability to perform the full range of responsibilities of Water Treatment Plant Operator, and possession of Grade T3 certification from the California State Water Resources Control Board (SWRCB); or (1) year functioning as a journey-level operator, while holding Grade T3 Water Treatment Plant Operator certification at a T3 or higher surface water treatment facility.

Education:

Equivalent to completion of the twelfth (12th) grade.

Successful completion of relevant courses required in order to obtain and maintain Grade T3 certification from the California State Water Resources Control Board (SWRCB).

License or Certificate:

Possession of, and ability to maintain, a valid driver's license.

Possession of, and ability to maintain, a Water Treatment Plant Operator Grade T3 Certification issued by the California State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification throughout employment for this classification will result in termination of employment.

Possession of ~~, and ability to maintain,~~ current and valid certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety at the time of appointment is desirable, but must be obtained within the first 12 months of employment and maintained thereafter.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title 1 Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-contained Breathing Apparatus (SCBA), and maintain facial hair at all times as required to not interfere with wearing respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safely while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

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

CSC Executive Secretary

Date

Date Adopted by CSC June 2015

Revised September 9, 2024 **New** _____

Date Adopted by City Council _____ **Council Agenda Item** _____

Class Code 02330

Pay Grade 50K

Bargaining Unit IBEW

Exempt _____ **Non-Exempt** **X**

EEOC Category 03

WATER TREATMENT PLANT OPERATOR

SUMMARY DESCRIPTION

Under general supervision, to perform a variety of skilled technical duties and semi-skilled labor, as regulated by Federal and State potable water treatment guidelines, in the operation and maintenance of the City's drinking water treatment plants, transmission, distribution systems, and appurtenances.

DISTINGUISHING CHARACTERISTICS

This is the full journey level classification in the Water Treatment Plant Operator series. Employees in this classification have completed the thirty-six (36) month trainee portion of this progressive classification series (or equivalent experience from an outside agency), successfully obtained their Grade T3, and successfully demonstrated their ability to perform the full range of responsibilities including operating and maintaining serviceable water supply through the City's transmission, distribution facilities, water treatment plants and sludge de-watering facility, often without immediate supervision. Incumbents apply independent judgement and standard job knowledge to resolve issues/problems of diverse scope where analysis of data requires evaluation of identifiable factors, initiative, and action within established operational parameters.

This classification is distinguished from the Senior Water Treatment Plant Operator class, in that the latter is the advanced journey level responsible for the most complex tasks, and requiring frequent analysis of unique issues/problems without precedent and/or structure.

As a condition of continued employment with the City of Vallejo in the classification of Water Treatment Plant Operator, incumbents are required to maintain Grade T3 certification by the California State Water Resources Control Board (SWRCB). If incumbent is unable to maintain a Grade T3 Water Treatment Plant Operator certification, employment will be terminated.

SUPERVISION RECEIVED AND EXERCISED

Receives lead direction from Senior Water Treatment Plant Operators and general supervision from Water Treatment Plant Supervisors and/or other supervisory and management staff.

Provides lead direction to Water Treatment Plant Operator Trainees.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Operate, monitor, and adjust control functions within a water treatment plant, distribution system and sludge de-watering facility, using local controls and Supervisory Control and Data Acquisition System (SCADA).

Operate and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.

Regulate the flow of water into and through the source water transmission system, the water treatment plant, and the distribution system.

Record entries, update and maintain plant operation logs, forms and reports; perform and document calculations related to plant operational activities.

Monitor water quality through online instrumentation, sampling procedures, and performing analyses using standardized testing methods, tools, and equipment in a plant process laboratory, and at various stages in the treatment process.

Mix and apply chemicals for use at various stages in the treatment process.

Calculate dosages and adjust feeders/chemical injection pumps for proper operation and application of chemicals in order to ensure a high finished water quality standard.

Work with hazardous chemicals related to water treatment and laboratory operations; receive training in and assist in spill prevention and response at City facilities.

Maintain plant, operating equipment and facilities in a clean and orderly condition; perform routine housekeeping inside and outside the plant and conduct regular site safety inspections.

Dispatch call-out personnel as required as required for emergency situations at all hours.

Schedule, receive, safely unload, and store chemicals and materials by hand and by use of motorized and mechanical equipment; record deliveries and ensure adequate supplies.

Safely operate a City-owned motor vehicle for travel to a number of pumping stations and water distribution and treatment facilities; operate City communication equipment.

Correctly regulate waste side-streams and return flows.

Assemble, update, and maintain plant operations logs and reports; perform and record mathematical calculations related to plant operational activities, process testing and control.

May act in a central communications function as follows: taking, relaying, transmitting, and providing information to and from City personnel or outside emergency services as required.

Receive business contact with other city employees, customer inquiries and make every effort to enhance public relations.

Conduct general tours of the facilities.

Provide for safe plant conditions and working environment at all times by exercising a routine of attentiveness and proactive responses to plant safety and security matters.

Participate in accurate and complete shift change turn-overs to discuss vital plant information.

Participate in emergency preparedness training and exercises.

Perform related duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

Standard principles of mathematics, biology, chemistry, and hydraulics as applied in the operation of a drinking water treatment facility and throughout the distribution systems.

Standard principles and practices of drinking water treatment plant operations, laboratory analysis techniques and current drinking water standards and regulations.

Operating principles of plant equipment such as valves, pumps motors, controls, instrumentation and telemetry.

Basic computer (PC) skills in Microsoft Office Suite software.

Safety regulations pertaining to industrial work practices and use of related equipment.

Operational and safety regulations pertaining to water treatment plant operations and vehicle and equipment usage.

Regulations, techniques and equipment used in managing, mitigation, recovery and reporting of hazardous materials release.

ABILITY TO:

Understand and carry out written and oral instructions.

Read and interpret gauges and other recording devices, plant piping and distribution diagrams and other technical documents.

Logically solve problems and identify hazardous work conditions.

Apply the practices, procedures, techniques, and treatment rules pertaining to the operation of water treatment plants and distribution system into daily practice.

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

Work any shift, rotation, weekends, and holidays, at any Water Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers.

Operate and maintain water treatment plant equipment.

Perform simple to moderately complex tasks while wearing Level A personal protective equipment.

Wear respiratory protection equipment as required; perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

Maintain the ability to perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

Diagnose operating problems and take effective courses of action.

Make independent technical decisions within established parameters to maintain proper treatment operations.

Perform simple repair or maintenance to plant equipment such as pumps, valves, and electronic monitoring devices.

Independently operate all of the Water Department's facilities.

Exercise all phases of plant operations: start-up, shutdown, reduction or bypass of unit processes, adverse or emergency conditions.

Accurately observe and record operating conditions and furnish verbal reports.

Work independently without supervision.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Completion of thirty-six (36) months of experience in the Water Treatment Plant Operator Trainee I & II (or equivalent experience from an outside agency), successful demonstration of ability to perform the full range of responsibilities of Water Treatment Plant Operator, and possession of Grade T3 certification from the California State Water Resources Control Board (SWRCB); or (1) year functioning as a journey-level operator, while holding Grade T3 Water Treatment Plant Operator certification at a T3 or higher surface water treatment facility.

Education:

Equivalent to completion of the twelfth (12th) grade.

Successful completion of relevant courses required in order to obtain and maintain Grade T3 certification from the California State Water Resources Control Board (SWRCB).

License or Certificate:

Possession of, and ability to maintain, a valid driver's license.

Possession of, and ability to maintain, a Water Treatment Plant Operator Grade T3 Certification issued by the California State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification throughout employment for this classification will result in termination of employment.

Possession of current and valid certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety at the time of appointment is desirable, but must be obtained within the first 12 months of employment and maintained thereafter.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title 1 Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-contained Breathing Apparatus (SCBA), and maintain facial hair at all times as required to not interfere with wearing respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safely while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

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

CSC Executive Secretary

Date

Date Adopted by CSC June 2015

Revised September 9, 2024 **New** _____

Date Adopted by City Council _____ **Council Agenda Item** _____

Class Code 02330

Pay Grade 50K

Bargaining Unit IBEW

Exempt _____ **Non-Exempt** **X**

EEOC Category **03**

SENIOR WATER TREATMENT PLANT OPERATOR**SUMMARY DESCRIPTION**

Under direction, to regularly resolve the more technically complex and challenging issues faced by those in the Water Treatment Plant Operator Series; perform a variety of skilled technical duties and semiskilled labor, as regulated by Federal and State potable water treatment guidelines, in the operation and maintenance of the City's drinking water treatment plants, transmission, distribution systems, and appurtenances; to participate in special assignments related to treatment plant operations; and conduct lead responsibilities including assisting management in the development of training standards and applying those standards in the course of providing training to others.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the Water Treatment Plant Operator series. Employees in this classification have successfully obtained their Grade T4 and demonstrated their ability to perform and lead others in the full range of responsibilities involved in the operation and maintenance of a serviceable water supply through the City's transmission, distribution facilities, water treatment plants and sludge de-watering facility, without direction. Incumbents function with a high degree of autonomy to apply advanced concepts and expertise in specific areas to resolve issues/problems that are often of a unique nature without precedent and/or structure. Assignments may include formulating strategies and making recommendations for improved processes and allocation of resources. This classification is distinguished from Water Treatment Plant Supervisor in that the latter is a first-line supervisory classification responsible for the direct supervision and development of assigned staff, planning, goal implementation, policy development, assisting with budget preparation, as well as managing the day-to-day operations of an assigned treatment plant.

As a condition of continued employment with the City of Vallejo in the classification of Senior Water Treatment Plant Operator, incumbents are required to maintain a Grade T4 Water Treatment Plant Operator certification by the California State Water Resources Control Board (SWRCB). If incumbent is unable to maintain a Grade T4 Water Treatment Plant Operator certification, employment will be terminated.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Water Treatment Plant Supervisors and supervisory and management staff.

Provides lead direction to Water Treatment Plant Operators and Water Treatment Plant Operator Trainees.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

In addition to duties listed in the Water Treatment Plant Operator classification:

Perform complex or unusual operations that assume a high level of skill and proficiency including the scheduling and performance of start-ups and shutdowns, startup testing of new installations, plant configuration changes, troubleshooting problems, minor equipment maintenance and calibration, collaborate with other staff on process or water quality challenges, treatment equipment testing and filter media surveillance.

Prepare aliquots, solutions for use in bench-scale process testing, to verify or adjust correct chemical application and achieve optimal processes.

Check regulatory compliance through thorough observations, assessments and accurate recordings of analytical results.

Assemble documentation; provide updates and maintain information in plant operating logs and reports; perform and record mathematical calculations related to plant performance and operational control activities.

Examine and interpret plant operating logs, test results, maintenance work performed, unusual operating conditions and report recommendations to supervisor.

Dispatch call-out personnel as required as required for emergency situations at all hours; may act in a central communications functional role as follows; receiving, relaying and providing information to and from City personnel or other responder services as required.

Perform lead operator responsibilities on shifts or as assigned.

Instruct and monitor work of Operator Trainees and Staff Operators in all facets of plant operations and required maintenance.

Assist Plant Supervisor with special projects.

Work cooperatively with other City sections or project teams and make every effort to enhance public relations; lead and conduct general tours of the facilities.

Participate in organizational meetings, operator training programs, emergency preparedness training and exercises.

Assist supervisors in assessing readiness and team performance.

Provide for safe plant conditions and working environment at all times exercising a routine of attentiveness and proactive responses to plant safety and security matters.

Observe and participate in shift change turn-overs and ensure information exchanged is accurate and complete.

Perform related duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

Advanced principles of mathematics, biology, chemistry, and hydraulics as applied in the operation of a drinking water treatment facility.

Advanced principles and practices of drinking water treatment plant operations, laboratory analysis techniques and current drinking water standards and regulations.

Advanced operating principles and practices of drinking water treatment plant operations, laboratory analysis techniques and current drinking water standards and regulations.

Advanced operating principles of plant equipment such as valves, pumps, motors, controls, instrumentation and telemetry.

Basic computer (PC) skills in Microsoft Office Suite software.

Current safety regulations pertaining to industrial work practices and use of related equipment.

Performance and water quality regulations pertaining to water treatment plant operations.

Regulations, techniques and equipment used in managing, mitigating, recovery and reporting of hazardous materials incidents.

Practical knowledge of United States Environmental Protection Agency (US EPA) and California State Water Resource Board (CA SWRB) drinking water regulations that apply to the treatment techniques, operational control and performance of conventional surface water treatment plants.

Practical understanding of roles and responsibilities as defined in California Office of Emergency Services Standardized Emergency management System (S.E.M.S.), Incident Command System (ICS) and in the City's Injury and Illness Prevention Program (IIPP).

ABILITY TO:

Understand and carry out written and oral instructions.

Read and interpret gauges and other recording devices, plant piping and distribution diagrams and other technical documents.

Logically solve problems and identify hazardous work conditions.

Apply the practices, procedures, techniques, and treatment rules pertaining to the operation of water treatment plants and distribution system into daily practice.

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

Work any shift, rotations, weekends, and holidays, at any Water Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers.

Operate and maintain water treatment plant equipment.

Perform simple to complex tasks while wearing Level A personal protective equipment.

Wear respiratory protection equipment as required; perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

Maintain the ability to perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA), and to maintain facial hair at all times as required to not interfere with wearing respiratory protective equipment.

Diagnose operating problems and take effective courses of action.

Make independent technical decisions to maintain proper treatment process and techniques.

Perform repair maintenance to plant equipment such as pumps, valves, and electronic monitoring devices.

Independently operate all of the Water Department's facilities in unusual conditions.

Exercise highly skilled operations in all phases of plant operations: start-up, shutdown, reduction or bypass of unit processes, adverse of emergency conditions.

Accurately observe and record operating conditions and provide verbal or written reports. Travel to alternate duty/work locations and offsite meetings.

Work independently without supervision.

Assist and mentor operators in technically challenging aspects of plant operations and treatment processes.

Perform duties and responsible tasks of a plant shift operator.

Operate a personal computer and common applications such as emails, word processing, spreadsheet and database programs.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

A minimum of four (4) years of experience working in water treatment operations, with at least two (2) of those years working at a journey-level with a Grade T3 certification, equivalent to the Water Treatment Plant Operator with the City of Vallejo.

Education:

Equivalent to completion of the twelfth (12th) grade.

Successful completion of relevant courses required in order to obtain and maintain Grade T4 certification from the California State Water Resources Control Board (SWRCB).

License or Certificate:

Possession of, and ability to maintain, a valid driver's license.

Possession of, and ability to maintain, a Water Treatment Plant Operator Grade T4 Certification issued by the California State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification throughout employment for this classification will result in termination of

employment.

Possession of, ~~and ability to maintain,~~ current and valid certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety at the time of appointment is desirable, but must be obtained within the first 12 months of employment and maintained thereafter.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title I, Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and remain shaven of facial hair at all times as required to wear respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safely while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

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

CSC Executive Secretary

Date

Date Adopted by CSC June 2015

Revised September 09, 2024 **New** _____

Date Adopted by City Council _____ **Council Agenda Item** _____

Class Code 2335

Pay Grade 70K

Bargaining Unit IBEW

Exempt _____ **Non-Exempt** X

EEOC Category 03

SENIOR WATER TREATMENT PLANT OPERATOR

SUMMARY DESCRIPTION

Under direction, to regularly resolve the more technically complex and challenging issues faced by those in the Water Treatment Plant Operator Series; perform a variety of skilled technical duties and semiskilled labor, as regulated by Federal and State potable water treatment guidelines, in the operation and maintenance of the City's drinking water treatment plants, transmission, distribution systems, and appurtenances; to participate in special assignments related to treatment plant operations; and conduct lead responsibilities including assisting management in the development of training standards and applying those standards in the course of providing training to others.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the Water Treatment Plant Operator series. Employees in this classification have successfully obtained their Grade T4 and demonstrated their ability to perform and lead others in the full range of responsibilities involved in the operation and maintenance of a serviceable water supply through the City's transmission, distribution facilities, water treatment plants and sludge de-watering facility, without direction. Incumbents function with a high degree of autonomy to apply advanced concepts and expertise in specific areas to resolve issues/problems that are often of a unique nature without precedent and/or structure. Assignments may include formulating strategies and making recommendations for improved processes and allocation of resources. This classification is distinguished from Water Treatment Plant Supervisor in that the latter is a first-line supervisory classification responsible for the direct supervision and development of assigned staff, planning, goal implementation, policy development, assisting with budget preparation, as well as managing the day-to-day operations of an assigned treatment plant.

As a condition of continued employment with the City of Vallejo in the classification of Senior Water Treatment Plant Operator, incumbents are required to maintain a Grade T4 Water Treatment Plant Operator certification by the California State Water Resources Control Board (SWRCB). If incumbent is unable to maintain a Grade T4 Water Treatment Plant Operator certification, employment will be terminated.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Water Treatment Plant Supervisors and supervisory and management staff.

Provides lead direction to Water Treatment Plant Operators and Water Treatment Plant Operator Trainees.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

In addition to duties listed in the Water Treatment Plant Operator classification:

Perform complex or unusual operations that assume a high level of skill and proficiency including the scheduling and performance of start-ups and shutdowns, startup testing of new installations, plant configuration changes, troubleshooting problems, minor equipment maintenance and calibration, collaborate with other staff on process or water quality challenges, treatment equipment testing and filter media surveillance.

Prepare aliquots, solutions for use in bench-scale process testing, to verify or adjust correct chemical application and achieve optimal processes.

Check regulatory compliance through thorough observations, assessments and accurate recordings of analytical results.

Assemble documentation; provide updates and maintain information in plant operating logs and reports; perform and record mathematical calculations related to plant performance and operational control activities.

Examine and interpret plant operating logs, test results, maintenance work performed, unusual operating conditions and report recommendations to supervisor.

Dispatch call-out personnel as required as required for emergency situations at all hours; may act in a central communications functional role as follows; receiving, relaying and providing information to and from City personnel or other responder services as required.

Perform lead operator responsibilities on shifts or as assigned.

Instruct and monitor work of Operator Trainees and Staff Operators in all facets of plant operations and required maintenance.

Assist Plant Supervisor with special projects.

Work cooperatively with other City sections or project teams and make every effort to enhance public relations; lead and conduct general tours of the facilities.

Participate in organizational meetings, operator training programs, emergency preparedness training and exercises.

Assist supervisors in assessing readiness and team performance.

Provide for safe plant conditions and working environment at all times exercising a routine of attentiveness and proactive responses to plant safety and security matters.

Observe and participate in shift change turn-overs and ensure information exchanged is accurate and complete.

Perform related duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

Advanced principles of mathematics, biology, chemistry, and hydraulics as applied in the operation of a drinking water treatment facility.

Advanced principles and practices of drinking water treatment plant operations, laboratory analysis techniques and current drinking water standards and regulations.

Advanced operating principles and practices of drinking water treatment plant operations, laboratory analysis techniques and current drinking water standards and regulations.

Advanced operating principles of plant equipment such as valves, pumps, motors, controls, instrumentation and telemetry.

Basic computer (PC) skills in Microsoft Office Suite software.

Current safety regulations pertaining to industrial work practices and use of related equipment.

Performance and water quality regulations pertaining to water treatment plant operations.

Regulations, techniques and equipment used in managing, mitigating, recovery and reporting of hazardous materials incidents.

Practical knowledge of United States Environmental Protection Agency (US EPA) and California State Water Resource Board (CA SWRB) drinking water regulations that apply to the treatment techniques, operational control and performance of conventional surface water treatment plants.

Practical understanding of roles and responsibilities as defined in California Office of Emergency Services Standardized Emergency management System (S.E.M.S.), Incident Command System (ICS) and in the City's Injury and Illness Prevention Program (IIPP).

ABILITY TO:

Understand and carry out written and oral instructions.

Read and interpret gauges and other recording devices, plant piping and distribution diagrams and other technical documents.

Logically solve problems and identify hazardous work conditions.

Apply the practices, procedures, techniques, and treatment rules pertaining to the operation of water treatment plants and distribution system into daily practice.

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

Work any shift, rotations, weekends, and holidays, at any Water Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers.

Operate and maintain water treatment plant equipment.

Perform simple to complex tasks while wearing Level A personal protective equipment.

Wear respiratory protection equipment as required; perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

Maintain the ability to perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA), and to maintain facial hair at all times as required to not interfere with wearing respiratory protective equipment.

Diagnose operating problems and take effective courses of action.

Make independent technical decisions to maintain proper treatment process and techniques.

Perform repair maintenance to plant equipment such as pumps, valves, and electronic monitoring devices.

Independently operate all of the Water Department's facilities in unusual conditions.

Exercise highly skilled operations in all phases of plant operations: start-up, shutdown, reduction or bypass of unit processes, adverse of emergency conditions.

Accurately observe and record operating conditions and provide verbal or written reports. Travel to alternate duty/work locations and offsite meetings.

Work independently without supervision.

Assist and mentor operators in technically challenging aspects of plant operations and treatment processes.

Perform duties and responsible tasks of a plant shift operator.

Operate a personal computer and common applications such as emails, word processing, spreadsheet and database programs.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

A minimum of four (4) years of experience working in water treatment operations, with at least two (2) of those years working at a journey-level with a Grade T3 certification, equivalent to the Water Treatment Plant Operator with the City of Vallejo.

Education:

Equivalent to completion of the twelfth (12th) grade.

Successful completion of relevant courses required in order to obtain and maintain Grade T4 certification from the California State Water Resources Control Board (SWRCB).

License or Certificate:

Possession of, and ability to maintain, a valid driver's license.

Possession of, and ability to maintain, a Water Treatment Plant Operator Grade T4 Certification issued by the California State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification throughout employment for this classification will result in termination of

employment.

Possession of current and valid certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety at the time of appointment is desirable, but must be obtained within the first 12 months of employment and maintained thereafter.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title I, Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and remain shaven of facial hair at all times as required to wear respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safely while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

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

CSC Executive Secretary

Date

Date Adopted by CSC June 2015

Revised September 09, 2024 **New** _____

Date Adopted by City Council _____ **Council Agenda Item** _____

Class Code 2335

Pay Grade 70K

Bargaining Unit IBEW

Exempt _____ **Non-Exempt** X

EEOC Category 03

WATER TREATMENT PLANT SUPERVISOR

SUMMARY DESCRIPTION

To plan, organize, direct and assist in the oversight and coordination of the operation and maintenance of the water treatment plants, related treatment facilities, and supervisory control and data acquisition (SCADA) distribution system, consistent with all state and federal regulations.

DISTINGUISHING CHARACTERISTICS

This is the first line supervisory level classification in the treatment plant operator series, meeting requirements set by the U.S. Environmental Protection Agency under the Safe Drinking Water Act (federal), as well as by the State Water Resources Control Board (SWRCB), under the California safe drinking water act (state). This is the full, first-line supervision classification in the treatment plant operator series, assigned to oversee operations and supervise staff within one or more treatment plants. Incumbents review and evaluate the work of Water Treatment Plant Operators and are responsible for maintaining the effective and efficient operation of water treatment facilities. Performance expectations at this level include the exercise of certain managerial responsibilities for applying policies, procedures, and technical direction while demonstrating proficiency in maintaining all requirements of U.S. EPA and California DPH drinking water regulations that pertain to the operational control, monitoring, reporting and established performance standards of the City's facilities.

This class is distinguished from the next higher classification of Water Treatment Superintendent in that the latter assumes the full range of responsibility for planning, policy enforcement, process monitoring and improvement, allocation of resources, and overall operations of all water treatment plants and related facilities. In the absence of the Water Treatment Superintendent, an incumbent in the class that has T5 certification may be temporarily appointed to assume responsibility for the operations section and to function as the chief operator of T5 treatment facilities, which requires possession of a grade 5 water treatment operator's certification issued by the State Water Resources Control Board (SWRCB). This classification is further distinguished from Water Treatment Regulatory Compliance Officer in that the latter engages in supervision of staff and plant operations as a tangential function of the job and has a purpose and job focus of researching, developing, and implementing compliance measures to adhere to regulations covering drinking water, workplace health and safety, emergency preparedness, and environmental protection.

As a condition of continued employment with the City of Vallejo, incumbents are required to adhere to the process for maintaining the grade T4 water treatment plant operator outlined by the State Water Resources Control Board (SWRCB). If the certification is not maintained, employment will be terminated. The City's regular competitive civil service process governs selection procedures related to this position and for advancement to positions beyond this classification.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water Treatment Superintendent.

Exercises functional and technical supervision over, and provides training to, all levels of Treatment Plant Operators and Trainees.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Plan, organize, direct, and supervise the operations of the water treatment facilities, providing for adjustment of plant operations within prescribed limits to meet performance standards, changing conditions and emergencies.

Assist in the planning and implementation of goals and objectives, establishing performance standards and evaluation of best methods for water treatment operations and processes.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities, including development of Standard Operations Procedures (SOP) for plant operation and safety.

Resolve complex technical problems in the process or equipment, examines techniques and operational data to maintain and improve facility effectiveness and efficiency.

Supervise or perform the development and implementation of water treatment plant procedures and programs (e.g., safety, preventative maintenance scheduling, emergency response, process control, purchasing, training, SCADA system, inventory control, optimization studies and documentation management).

Regularly reports to the Water Treatment Superintendent on plant performance, operational activities, and related issues.

Provide or coordinates instruction to operators, track individualized training programs and evaluates work performance, prepare and conduct performance evaluations of subordinates as assigned, work with employees to correct performance deficiencies, implement corrective action, and may recommend discipline procedures.

Review operators' daily work for accuracy and completeness.

Ensure all work is performed safely, conditions are safe, and employees are trained in safe work practices and procedures.

Maintain operator work schedules, forward time reports for payroll processing, maintain related records and statistics, prepare reports and correspondence.

Participate in emergency preparedness training and exercises; assess team performance readiness and reports findings to the Water Operations Superintendent.

Participate in operator recruitment and selection processes, provide and review information for use in operator performance reviews.

Assist and participate in budget preparation and prepares cost estimates for budget recommendations, submit payment requests for equipment, supplies and materials; monitor and controls expenditures.

Makes periodic inspections and reports of plant conditions to assure adherence to Division policies and procedures.

Identify and report on facility deficiencies and hazards and recommends maintenance or improvements.

Coordinate and directs special projects or programs related to water treatment facilities.

Assist in organizing technical information and data related to compliance with a variety of regulatory provisions: maintain daily, monthly and annual monitoring and reporting schedules, prepare and submit related records, documents of actions taken, routine and special operational tests, audits and investigations completed, hazardous materials stored, or on-site waste monitoring and recurrent training provided.

Construct, review, and update a variety of detailed manuals and program documentation authenticating operations plans, operating procedures, hazardous materials/wastes inventories, safety logs, inspections, training and response procedures that are required to be maintained onsite by regulatory authorities.

Assist representatives from state, federal, and local agencies during on-site visits, audits and inspections; provide responses to requests for information and other support.

Assist in conducting and actively participate in staff meetings.

May conduct tours of water treatment facilities.

Maintains availability to respond to shift operators and provide practical assistance outside business hours.

Assist the Water Treatment Superintendent (Chief Operator) in special projects and perform other duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

Principles and practices of lead supervision, training and incident investigation relating to plant operations.

Study techniques and methods; current and emerging treatment technologies, regulatory requirements, standards, safe operating practices and all applicable regulatory compliance.

Operational characteristics of the mechanical equipment and all treatment processes for the assigned treatment plant(s).

SCADA system routine functions and capabilities.

Fundamentals of concise and informative report writing, work scheduling, logs and document maintenance.

Current office practices, procedures and equipment including a computer.

Complete working comprehension of treatment plants and equipment.

State and Federal regulations pertaining to the continuous operation of an advanced, T5 rated drinking water treatment plant and adjoining distribution system, including reporting requirements and emergency procedures.

The Plant Supervisor shall possess a practical understanding of roles and responsibilities as defined in S.E.M.S., ICS and in the City's Injury and Illness Prevention Program and the City's applicable Administrative Rules.

Knowledge of all applicable OSHA Industrial Safety Orders: monitoring, training, record keeping and reporting requirements.

ABILITY TO:

Demonstrate and instruct others in the mastery of plant operations.

Provide lead supervision, oversee and provide effective training to plant operations staff.

Prepare and submit accurate performance appraisals, effective improvement plans and all back-up materials.

Develop and manage staffing schedules and; build and administer individualized training plans.

Multi-task a variety of demands with short deadlines.

Independently research pertinent regulations and apply compliance standards and all requirements to standard operating procedures, work practice safety, compliance monitoring and documentation.

Make effective verbal and written reports and recommendations, construct and organize manuals and technical training materials.

Design, implement, and maintain accurate records, logs and action plans that meet operational needs and regulatory requirements.

Exercise highly skilled operations in all phases of plant operations: start-up, shutdown, reduction or bypass of unit processes, adverse or emergency conditions.

Observe and enforce work safety practices, work safely around hazardous process and laboratory chemicals.

Read and interpret facility piping diagrams and other schematics, drawings.

Utilize computer and other job-related technology and keep technical skills up to date, including proficiency with word processing, spreadsheet, and database software.

Compile, evaluate and analyze complex data and information and recommend or take action.

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

Observe, accurately assess and systematically document all plant operations, process performance and data reporting.

Promptly identify problems, operational errors, occupational hazards and perform corrective action.

Remain updated in all regulations and current technologies, construct sound written recommendations for improved operational efficiencies.

Cooperatively assist representatives from regulatory agencies during on-site audits and inspections, provide information, records and assistance in a timely fashion.

Consistently meet all related job and safety training that are established by federal, state and local regulatory agencies and Water Division policy.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

A minimum six (6) years water treatment operating experience at a surface water treatment plant, with at least three (3) years in a lead operator role while holding T4 certification (such as the City of Vallejo's Advanced Water Treatment Operator classification), at surface water treatment facility classified as T4 or higher.

Education:

Equivalent to completion of the twelfth (12th grade with three (3) years of high school mathematics, including at least two (2) years of algebra.

Completion of the following five (5) CSUS Ken Kerrie Series of Courses (represents the entire suite of CSUS Drinking Water Courses): Water Treatment Plant Operation (Vols. 1 & 2); Small Water System Operation and maintenance; Water Distribution Operation and Maintenance; Manage for Success: Effective Utility Leadership Practices (or equivalent management coursework).

License or Certificate:

Possess and maintain a valid Class C California Driver License.

Possess and maintain a Water Treatment Operator Grade T4 Certification issued by the State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification for classification will result in termination of employment.

Possession of ~~and maintain recertification~~ current and valid certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and For Lift Safety at the time of appointment is desirable, but must be obtained within the first 12 months of employment and maintained thereafter as often as set forth by the authority establishing the requirement.

Desirable:

Possession Water Treatment Operator Grade T5 Certification.

Advanced study or specialized training or experience in occupational health and safety, preparing effective written reports, writing effective performance appraisals and conducting technical research.

*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

OTHER REQUIREMENTS

Pursuant to California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities

as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and remain shaven of facial hair at all times required to wear respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safety while wearing personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including holidays, weekends and overtime as needed.

Working Conditions/Physical Characteristics:

Risk of exposure to chemicals; some lifting; machinery noise.

Work in and around confined spaces and elevated structures.

Work in proximity of high voltage and electronic equipment.

Work outdoors in a variety of weather conditions.

Work around complex, moving machinery in a biohazard environment.

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

CSC Executive Secretary

Date

Date Adopted by CSC June 2015

Revised September 9, 2024 New _____

Date Adopted by City Council _____ Council Agenda Item _____

Class Code 2340

Pay Grade 10L

Bargaining Unit IBEW

Exempt _____ Non-Exempt X

EEOC Category 03

WATER TREATMENT PLANT SUPERVISOR

SUMMARY DESCRIPTION

To plan, organize, direct and assist in the oversight and coordination of the operation and maintenance of the water treatment plants, related treatment facilities, and supervisory control and data acquisition (SCADA) distribution system, consistent with all state and federal regulations.

DISTINGUISHING CHARACTERISTICS

This is the first line supervisory level classification in the treatment plant operator series, meeting requirements set by the U.S. Environmental Protection Agency under the Safe Drinking Water Act (federal), as well as by the State Water Resources Control Board (SWRCB), under the California safe drinking water act (state). This is the full, first-line supervision classification in the treatment plant operator series, assigned to oversee operations and supervise staff within one or more treatment plants. Incumbents review and evaluate the work of Water Treatment Plant Operators and are responsible for maintaining the effective and efficient operation of water treatment facilities. Performance expectations at this level include the exercise of certain managerial responsibilities for applying policies, procedures, and technical direction while demonstrating proficiency in maintaining all requirements of U.S. EPA and California DPH drinking water regulations that pertain to the operational control, monitoring, reporting and established performance standards of the City's facilities.

This class is distinguished from the next higher classification of Water Treatment Superintendent in that the latter assumes the full range of responsibility for planning, policy enforcement, process monitoring and improvement, allocation of resources, and overall operations of all water treatment plants and related facilities. In the absence of the Water Treatment Superintendent, an incumbent in the class that has T5 certification may be temporarily appointed to assume responsibility for the operations section and to function as the chief operator of T5 treatment facilities, which requires possession of a grade 5 water treatment operator's certification issued by the State Water Resources Control Board (SWRCB). This classification is further distinguished from Water Treatment Regulatory Compliance Officer in that the latter engages in supervision of staff and plant operations as a tangential function of the job and has a purpose and job focus of researching, developing, and implementing compliance measures to adhere to regulations covering drinking water, workplace health and safety, emergency preparedness, and environmental protection.

As a condition of continued employment with the City of Vallejo, incumbents are required to adhere to the process for maintaining the grade T4 water treatment plant operator outlined by the State Water Resources Control Board (SWRCB). If the certification is not maintained, employment will be terminated. The City's regular competitive civil service process governs selection procedures related to this position and for advancement to positions beyond this classification.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water Treatment Superintendent.

Exercises functional and technical supervision over, and provides training to, all levels of Treatment Plant Operators and Trainees.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Plan, organize, direct, and supervise the operations of the water treatment facilities, providing for adjustment of plant operations within prescribed limits to meet performance standards, changing conditions and emergencies.

Assist in the planning and implementation of goals and objectives, establishing performance standards and evaluation of best methods for water treatment operations and processes.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities, including development of Standard Operations Procedures (SOP) for plant operation and safety.

Resolve complex technical problems in the process or equipment, examines techniques and operational data to maintain and improve facility effectiveness and efficiency.

Supervise or perform the development and implementation of water treatment plant procedures and programs (e.g., safety, preventative maintenance scheduling, emergency response, process control, purchasing, training, SCADA system, inventory control, optimization studies and documentation management).

Regularly reports to the Water Treatment Superintendent on plant performance, operational activities, and related issues.

Provide or coordinates instruction to operators, track individualized training programs and evaluates work performance, prepare and conduct performance evaluations of subordinates as assigned, work with employees to correct performance deficiencies, implement corrective action, and may recommend discipline procedures.

Review operators' daily work for accuracy and completeness.

Ensure all work is performed safely, conditions are safe, and employees are trained in safe work practices and procedures.

Maintain operator work schedules, forward time reports for payroll processing, maintain related records and statistics, prepare reports and correspondence.

Participate in emergency preparedness training and exercises; assess team performance readiness and reports findings to the Water Operations Superintendent.

Participate in operator recruitment and selection processes, provide and review information for use in operator performance reviews.

Assist and participate in budget preparation and prepares cost estimates for budget recommendations, submit payment requests for equipment, supplies and materials; monitor and controls expenditures.

Makes periodic inspections and reports of plant conditions to assure adherence to Division policies and procedures.

Identify and report on facility deficiencies and hazards and recommends maintenance or improvements.

Coordinate and directs special projects or programs related to water treatment facilities.

Assist in organizing technical information and data related to compliance with a variety of regulatory provisions: maintain daily, monthly and annual monitoring and reporting schedules, prepare and submit related records, documents of actions taken, routine and special operational tests, audits and investigations completed, hazardous materials stored, or on-site waste monitoring and recurrent training provided.

Construct, review, and update a variety of detailed manuals and program documentation authenticating operations plans, operating procedures, hazardous materials/wastes inventories, safety logs, inspections, training and response procedures that are required to be maintained onsite by regulatory authorities.

Assist representatives from state, federal, and local agencies during on-site visits, audits and inspections; provide responses to requests for information and other support.

Assist in conducting and actively participate in staff meetings.

May conduct tours of water treatment facilities.

Maintains availability to respond to shift operators and provide practical assistance outside business hours.

Assist the Water Treatment Superintendent (Chief Operator) in special projects and perform other duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

Principles and practices of lead supervision, training and incident investigation relating to plant operations.

Study techniques and methods; current and emerging treatment technologies, regulatory requirements, standards, safe operating practices and all applicable regulatory compliance.

Operational characteristics of the mechanical equipment and all treatment processes for the assigned treatment plant(s).

SCADA system routine functions and capabilities.

Fundamentals of concise and informative report writing, work scheduling, logs and document maintenance.

Current office practices, procedures and equipment including a computer.

Complete working comprehension of treatment plants and equipment.

State and Federal regulations pertaining to the continuous operation of an advanced, T5 rated drinking water treatment plant and adjoining distribution system, including reporting requirements and emergency procedures.

The Plant Supervisor shall possess a practical understanding of roles and responsibilities as defined in S.E.M.S., ICS and in the City's Injury and Illness Prevention Program and the City's applicable Administrative Rules.

Knowledge of all applicable OSHA Industrial Safety Orders: monitoring, training, record keeping and reporting requirements.

ABILITY TO:

Demonstrate and instruct others in the mastery of plant operations.

Provide lead supervision, oversee and provide effective training to plant operations staff.

Prepare and submit accurate performance appraisals, effective improvement plans and all back-up materials.

Develop and manage staffing schedules and; build and administer individualized training plans.

Multi-task a variety of demands with short deadlines.

Independently research pertinent regulations and apply compliance standards and all requirements to standard operating procedures, work practice safety, compliance monitoring and documentation.

Make effective verbal and written reports and recommendations, construct and organize manuals and technical training materials.

Design, implement, and maintain accurate records, logs and action plans that meet operational needs and regulatory requirements.

Exercise highly skilled operations in all phases of plant operations: start-up, shutdown, reduction or bypass of unit processes, adverse or emergency conditions.

Observe and enforce work safety practices, work safely around hazardous process and laboratory chemicals.

Read and interpret facility piping diagrams and other schematics, drawings.

Utilize computer and other job-related technology and keep technical skills up to date, including proficiency with word processing, spreadsheet, and database software.

Compile, evaluate and analyze complex data and information and recommend or take action.

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

Observe, accurately assess and systematically document all plant operations, process performance and data reporting.

Promptly identify problems, operational errors, occupational hazards and perform corrective action.

Remain updated in all regulations and current technologies, construct sound written recommendations for improved operational efficiencies.

Cooperatively assist representatives from regulatory agencies during on-site audits and inspections, provide information, records and assistance in a timely fashion.

Consistently meet all related job and safety training that are established by federal, state and local regulatory agencies and Water Division policy.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

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License or Certificate:

Possess and maintain a valid Class C California Driver License.

Possess and maintain a Water Treatment Operator Grade T4 Certification issued by the State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification for classification will result in termination of employment.

Possession of current and valid certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and For Lift Safety at the time of appointment is desirable, but must be obtained within the first 12 months of employment and maintained thereafter.

Desirable:

Possession Water Treatment Operator Grade T5 Certification.

Advanced study or specialized training or experience in occupational health and safety, preparing effective written reports, writing effective performance appraisals and conducting technical research.

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EEOC Category 03