

**VENTURA REGIONAL SANITATION DISTRICT**  
**WATER/WASTEWATER TREATMENT OPERATOR I**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under immediate supervision and direction, incumbent monitors and performs water distribution and wastewater treatment plant processes including a variety of skilled tasks such as making repairs and adjustments to wastewater facilities and water distribution machinery and equipment, collecting and preparing samples for laboratory testing, maintaining records, logs and reports.

**DISTINGUISHING CHARACTERISTICS:**

The **Water and Wastewater Treatment Operator I** is responsible for the operation of assigned facilities and resolution of the majority of routine operational problems. Assignments in this position may vary but usually include one large or several smaller plants on a regular basis. This is the entry level technical class in the Water and Wastewater Treatment Operator series which allows the incumbent to develop journey level knowledge and abilities. Incumbents are primarily assigned to work at smaller facilities and/or with a higher level certified operator or supervisor.

**SUPERVISION RECEIVED:**

This position receives direct or general supervision from a designated supervisor or manager.

**SUPERVISION EXERCISED:**

The Water/Wastewater Treatment Operator I exercises no supervision.

**ESSENTIAL FUNCTIONS:**

*Duties may include, but are not limited to, the following examples.*

- Operates several treatment facilities with varying processes including sequencing batch reactor, sand filtration, activated sludge, aerobic and anaerobic digestion, and water reclamation.
- Operates and services, lubricates, and adjusts and/or cleans pumps, plunger pump, D.O. probe, comminuting devices, sulfide oxidation process (SOP) systems, generators, pumps, digesters, boilers, oxidation ponds, biofiltration facilities, percolation beds, and activated sludge processes.
- Performs checks on pumps, motors, hydraulic lines, structures, pressure tanks and mechanical equipment for proper condition and operation; takes meter, gauge and control panel readings and observes variations in operating conditions; interprets information to determine processing requirements; monitors and changes flows and processes within established parameters; reports readings and processing changes on operation logs and records.
- Collects and performs routine biological and chemical tests/analyses (COD, settleable solids, C12 residuals, PH, DO, MLSS) on lake/well/wastewater and by-product samples;

records sampling and test results; prepares samples for testing in central laboratory; monitors use of reclaimed water in agricultural fields.

- Operates trucks, small tractors, front-end loader and other equipment in the maintenance of facilities and pump station grounds; performs routine maintenance and repair of facilities structures and grounds.
- Prepares maintenance requests and reports; assists in development and implementation of safety and operational procedure improvements.
- Performs other related duties as requested.

**EDUCATION AND/OR EXPERIENCE:**

*Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:*

**Experience:**

One (1) year of increasingly responsible experience as a Water/Wastewater Apprentice.

**Education:**

Equivalent to a high school diploma.

**License/Certificate:**

Possession of a Grade I Wastewater Treatment Plant Operator Certificate issued by the California State Water Resource Control Board (SWRCB) or equivalent certification issued by a reciprocal state to California.

Possession of, or ability to obtain, a valid Class C California driver's license, and a driving record acceptable for insurability.

Possession of water certification from the California Department of Health Services is desirable.

Depending on assignment, a valid Class B driver's license may be required.

**KNOWLEDGE AND ABILITIES:**

*The following are a representative sample of the Knowledge, Skills and Abilities necessary to perform the essential duties of the position.*

**Knowledge of:**

- Principles and practices of water distribution and wastewater treatment plant operations as related to primary, secondary and tertiary treatment.
- The chemical and biological processes used and expected results from various unit processes.
- Operation of treatment plant machinery and equipment.
- Sludge handling and effluent disposal requirements and practices.
- Odor control techniques.
- Basic plumbing, mathematics and chemistry.

- Reporting, sampling and testing requirements.
- Biological and chemical testing practices used in wastewater field operations.
- Safe work practices utilized in working wastewater facilities.
- Tools used in facility, building and landscape maintenance.

**Ability to:**

- Operate various treatment plant facilities and equipment.
- Monitor and change flows and processes.
- Check, service and perform simple and routine repair to mechanical and electrical equipment.
- Perform routine maintenance and repair of plant structures, building and landscape.
- Collect and perform routine biological and chemical tests on a variety of samples.
- Monitor use of reclaimed water.
- Identify and analyze operational problems, and take corrective actions.
- Make decisions and independent judgments.
- Collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Research regulations, procedures and/or technical reference materials.
- Communicate effectively both verbally and in writing.
- Regulations and professional practices governing wastewater program services and operations.
- Train and perform acting supervisory functions as appropriate.
- Establish and maintain cooperative working relationships and customers.
- Read meters, gauges and control panels.
- Collect and account for cash.
- Make routine arithmetical calculations.
- Follow safe work practices.
- Prepare and maintain accurate logs, records, reports and documents.
- Organize and prioritize work assignments.
- Comply with safety procedures.

**WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants and work in close proximity to wastewater effluent and sewer influent. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, may work in heavy vehicle traffic conditions and often work with constant interruptions; incumbent may be required to enter confined spaces which involve wearing self-contained breathing apparatus

Water/Wastewater Treatment Operator I  
Class Code 0905  
FLSA – Non-Exempt

(SCBA). Operators may work alone or with others, depending on assignment and work site needs.

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.*