

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Job Title: Operator-In-Training/Operator I/II/III

Department: Operations Department

FLSA Status: NON EXEMPT

Revised as of: 10/2023

DEFINITION

Performs a variety of semi-skilled and skilled tasks associated with the operation and maintenance of the Agency's wastewater treatment plant; monitors treatment plant processes; responds to alarms; collects and analyzes samples; and maintains and submits a variety of documents and records.

DISTINGUISHING CHARACTERISTICS

Operator-In-Training – This is the trainee level of the Operator class series. Positions in this class typically have little directly related work experience. Operators–In–Training perform the most routine duties of this classification, progressing to more complex duties with training and experience. The Operator–In–Training is distinguished from the Operator I by the performance of tasks allowed with possession of a Wastewater Treatment Operator–In–Training certificate.

Operator I - This is the entry level class in the Operator series and works under close supervision while continuing to learn job tasks. The Operator I is distinguished from the Operator II by the performance of tasks allowed with possession of a Wastewater Treatment Operator Grade I certificate. Positions in this class are flexibly staffed and are normally filled by advancement from the Operator–In–Training level once the incumbent meets the qualification standards of the I level, demonstrates an ability to perform the full scope of the work, and meets all other performance standards.

Operator II - This is the third level class in the Operator series. It is distinguished from the I level by the assignment of the full range of duties. The Operator II is distinguished from the Operator III by the performance of tasks and duties allowed with possession of a Wastewater Treatment Plant Operator Grade II certification. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and meets all other performance standards.

Operator III - This is the fourth level class in the Operator series. The Operator III is distinguished from the Operator II by the ability to perform the full range of duties assigned, including serving as shift operator-in-charge, as needed and allowed with possession of Wastewater Treatment Plant Operator Grade III certification and sufficient amount of Agency experience as determined by the Chief Plant Operator. Positions in this class are flexibly staffed and are normally filled by advancement from the Operator II level the incumbent meets the qualification standards of the III level, demonstrates an ability to perform the full scope of the work, and meets all other performance standards.

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SUPERVISION RECEIVED AND EXERCISED

Operator-In-Training

Reports directly to, and receives immediate supervision from an Operations Shift Supervisor, or designee and may receive technical and functional supervision from an Operator III who is serving as shift operator-in-charge.

Operator I

Reports directly to, and receives immediate supervision from an Operations Shift Supervisor, or designee and may receive technical and functional supervision from an Operator III who is serving as shift operator-in-charge.

Operator II

Reports directly to, and receives general supervision from an Operations Shift Supervisor, or designee and may receive technical and functional supervision from an Operator III who is serving as shift operator-in-charge.

Operator III

Reports directly to, and receives general supervision from an Operations Shift Supervisor, or designee. May provide technical and functional supervision to less certified Operators and assumes the role of operator-in-charge as needed.

EXAMPLES OF DUTIES (for all Operator levels): *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Collects, processes and performs laboratory tests in accordance with Agency Quality Assurance Manual, including retrieving wastewater, sludge and/or dry samples.
- Performs operations, control, and maintenance functions. Performs laboratory testing and sample collections.
- Operates pumps, valves and metering equipment and other plant equipment; monitors pumping flows; and adjusts, stops or starts plant processes.
- Cleans, flushes and maintains plant equipment and performs minor equipment repairs.
- Inspects a variety of plant equipment; reads and records gauges; ensures maximum efficiency of processes and equipment.
- Operates a forklift to transport, load and unload materials, supplies and equipment, as assigned.
- Delivers materials to laboratory.
- Enters and retrieves information using computer-based system application.
- Performs confined space entries to inspect tanks and other spaces.

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- Performs record keeping functions such as logging plant operations, test results, maintenance work performed and unusual operating conditions; prepares and maintains a variety of records.
- Locates and troubleshoots malfunctions; investigates and inspects abnormal equipment gauge readings or other unusual situations; responds to alarms and treatment issues; and notifies appropriate personnel as necessary.
- Reports the need for repairs or maintenance if unable to be performed immediately.
- Interprets technical data and maintains a variety of accurate records, reports, and logs.
- Adheres to all safety policies and standard operating procedures, including the handling of chemicals used in the operation of the plant.
- Performs a variety of general facilities maintenance duties.
- Complies with all wastewater treatment facility permits and regulations.
- Accepts deliveries and handles other known hazardous chemicals.
- Work and assigned shift on a rotating basis.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

When acting as the designated shift operator-in-charge (with sufficient amount of Agency experience as determined by the Chief Plant Operator), duties include (Operator III only):

- Ensures Agency compliance with the Wastewater Discharge Requirements (WDR).
- Performs the full range of operations, control, and maintenance functions during assigned shift while optimizing efficiency; performs laboratory testing and sample collections in accordance with Agency Quality Assurance Manual; demonstrates a full understanding of all applicable policies and work methods associated with assigned duties.
- Operates and monitors all SCADA systems; revises equipment settings as appropriate; makes inspections and corrects or controls system problems as necessary; documents problems and actions taken to address problems.
- Instructs staff in work procedures.
- Communicates, organizes, and directs staff efforts in response to emergency situations.

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QUALIFICATIONS

Operator-In-Training

Knowledge of:

- Basic mechanical principles and practices.
- Basic mathematics, geometry and algebra.
- Basic principles and practices related to chemistry and biology.
- Manual and mechanized tools and equipment needed to make general repairs.
- Methods and processes to perform basic laboratory tests.
- Modern office practices, methods, and computer equipment.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Learn to assist in the performance of a variety of unskilled and progressively more skilled tasks related to operating the wastewater treatment facility in a safe manner.
- Learn the requirements and essential aspects of the job, including safety rules and identifying hazards.
- Learn to safely operate a variety of manual and mechanized tools and equipment.
- Learn to make minor repairs.
- Learn to maintain accurate records, reports, and logs.
- Understand and carry out oral and written instructions.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and learn to use applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

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Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying (equivalent to California State Water Resources Control Board requirements for certification). A typical way to obtain the required knowledge and abilities would be:

Experience:

No previous wastewater treatment plant experience necessary.

Education:

Equivalent to completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License desirable.

Possession of a Wastewater Treatment Operator-In-Training Certificate from California State Water Resources Control Board within 4 months from date of hire. Must obtain a Wastewater Treatment Operator Grade I Certificate issued by the California State Water Resources Control Board within eighteen (18) months of appointment to the classification unless the Department Manager provides extension of time period due to unique situation.

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

Operator I

In addition to the qualifications for the Operator-In-Training:

Knowledge of:

- Basic mechanical, electrical and hydraulic principles including pumps and piping.
- Relevant software programs used in wastewater treatment operations.

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Ability to:

- Learn to perform a variety of semi-skilled and skilled tasks associated with the operation and maintenance of the Agency's wastewater treatment plant; monitor treatment plant operations; respond to alarms; collect and analyze samples.
- Learn all requirements and essential aspects of the job, learn and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; locate, adjust and operate tools and equipment; intermittently access, review, interpret and enter or adjust information on documents and work orders, remember instructions and how to operate equipment; interpret and communicate technical and numerical information.
- Safely operate a variety of manual and mechanized tools and equipment.
- Learn to investigate equipment and equipment problems.
- Assist to make minor equipment repairs and adjustments.
- Learn to enter or record technical data and information.
- Maintain accurate records, reports and logs.
- Learn to interpret diagrams and technical instructions.
- Learn the safe handling of hazardous materials, liquids, solids and gases used in plant operations.
- Learn to safely operate a variety of manual and mechanized tools and equipment, including forklift, as needed.
- Learn to prioritize workload to meet deadlines.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying (equivalent to California State Water Resources Control Board requirements for certification). A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of experience similar to an Operator-In-Training with T-TSA.

Education:

Equivalent to completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License desirable.

Possession of a Wastewater Treatment Operator Grade I Certificate issued by the California State Water Resources Control Board. Must obtain a Wastewater Treatment Operator Grade II Certificate issued by the California State Water Resources Control Board within eighteen (18) months of appointment to the classification unless the Department Manager provides extension of time period due to unique situation.

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Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

Operator II

In addition to the qualifications for the Operator I:

Knowledge of:

- Basic principles and practices associated with operating a wastewater treatment plant and associated facilities.
- Proper handling of hazardous materials, liquids, solids and gases used in plant operations.
- Water quality testing procedures.

Ability to:

- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Perform a variety of progressively more skilled tasks related to the operations of the wastewater treatment facility in a safe manner.
- Enter or record technical data and information.
- Assist with the investigation of equipment and equipment problems.
- Make minor equipment repairs and adjustments.
- Interpret diagrams and technical instructions.
- Safely operate a variety of manual and mechanized tools and equipment, including forklift, as needed.
- Prioritize workload to meet deadlines.

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Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying (equivalent to California State Water Resources Control Board requirements for certification). A typical way to obtain the required knowledge and abilities would be:

Experience:

Eighteen months of experience similar to an Operator I with T-TSA.

Education:

Equivalent to completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License desirable.

Possession of a Wastewater Treatment Operator Grade II Certificate issued by the California State Water Resources Control Board. Must obtain a Wastewater Treatment Operator Grade III Certificate issued by the California State Water Resources Control Board within twenty-four (24) months of appointment to the classification unless the Department Manager provides extension of time period due to unique situation.

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

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Operator III

In addition to the qualifications for the Operator II:

Knowledge of:

- Methods and procedures for wastewater treatment.
- Methods and procedures for troubleshooting equipment associated with the operation of a wastewater treatment plant.
- Principles and practices of trend analysis.
- Emergency response procedures.
- Principles and practices of training and technical and functional supervision of less experienced staff.

Ability to:

- Interpret and apply a variety of instructions furnished in written, oral, diagram, or other form.
- Calculate figures and amounts including percentages, areas, circumferences, and volumes and apply the concepts of basic algebra and geometry.
- Act as Emergency Coordinator and respond to urgent situations, if assigned.
- Assist with the enforcement of safety policies and ensures standard operating procedures are followed.
- Serve as shift operator-in-charge, as needed, and provide technical or functional supervision of less experienced staff, with sufficient amount of Agency experience as determined by the Chief Plant Operator.
- Assist with the development and implementation of training for lower level Operators. Shut down areas of the system if needed.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying (equivalent to California State Water Resources Control Board requirements for certification). A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of experience similar to an Operator II with T- TSA.

Education:

Equivalent to completion of the twelfth grade.

JOB TITLE: Operator-In-Training/I/II/III

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License desirable.

Possession of a Wastewater Treatment Operator Grade III Certificate issued by the California State Water Resources Control Board.

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

PHYSICAL REQUIREMENTS (for all Operator levels):

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, control rooms, laboratory or job site while performing work activities and to reach needed items; work effectively at a desk or table in a control room, or while driving vehicles or operating equipment; position self to adjust equipment, use tools to review work of others or access low or high items; ascend and descend stairs, ladders or step stools to reach elevated platforms, equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 50 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS (for all Operator levels):

Work is performed in both indoor and outdoor environments with exposure to confined spaces and all weather conditions. Assignment includes working on or operating equipment and working on elevated platforms. Works a flexible, rotating schedule and/or shifts in order to accommodate a 24-hour, 7 day per week operation, to include weekends and holidays, as well as overtime work.