



City of Fallon

Classification Specification

Water/Wastewater Treatment Operator

GENERAL PURPOSE

Under general supervision of the Deputy Public Works Director (DPWD), the Water/Wastewater Treatment Operator will operate and maintain a 9.7 MGD Arsenic Removal Water Treatment Facility, Well Field, Booster Stations, Elevated Reservoirs, as well as a 2.2 MGD Sequential Batch Reactor (SBR) wastewater treatment facility.

GENERAL STATEMENT OF DUTIES

The duties listed below are examples of the work typically performed by an employee in this classification. An employee may be assigned all duties listed and may be assigned duties that are not listed below.

- Responsible for the daily operations of a technical water/wastewater treatment and distribution process. Under supervision make routine decisions concerning chemical dosage, pump selection. Balances flows to distribution system, reservoirs and maintains system water storage requirements. Must be able to communicate effectively as well as follow written and oral instructions.
- Operates SCADA and PC based computer systems. Calculates flows, chemical dosages, and chemical solutions. Monitors and responds to all aspects of water quality prior to distribution. Maintains pressures, flows, and reservoirs in the distribution system. Responsible for the accurate entry of operational data and reports.
- Trouble shoots problems with chemical treatment, complex instrumentation, mechanical equipment, and microprocessor-based controllers; generates and records work orders as necessary.
- Responsible for safe utilization of hazardous chemicals. Demonstrates proper use of and use proper safety equipment and participates in required safety training and meetings. Correctly wears personal protective equipment for appropriate situations.
- Performs routine process chemical laboratory analyses. Operates and trouble shoots complex chemical analyzers.
- Responsible for laboratory quality control, analysis, and assures accurate result reporting.
- Performs installation, calibration, startup and training of new processes and equipment.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of operations and maintenance.
- Responds to and resolves citizen inquiries and complaints.
- Facility operational hours are 24 hours a day – 7 day a week 365 days a year
- Normal work Hours 6am – 3pm. Hours may fluctuate according to demand.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability

Knowledge of

- Equipment and tools used in the area of work assigned.
- Occupational hazards and safe work practices.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, janitorial supplies, and equipment.
- The use and minor maintenance of hand tools, power tools, and equipment.
- Safety practices and equipment related to the work assignment.
- Proper mixing and dilution of chemicals.
- Basic chemistry.
- Safe work methods and safety regulations pertaining to the work.

Ability to

- Ability to utilize basic software systems such as Word, Excel, Internet, Email programs and SCADA control systems.
- Ability to enter operational data logbook and/or database.
- Ability to comprehend and learn the use of PLC based microprocessors.
- Ability to comprehend the safety aspects of working around hazardous chemicals.
- Ability to comprehend and learn to troubleshoot and calibrate various instrumentation and calibrate chemical feed equipment.
- Ability to read and comprehend technical operational manuals.
- Ability to communicate effectively, orally, and written.
- Ability to properly use power and hand tools used in the area of maintenance and work assigned.
- Ability to understand and practice occupational hazards and safe work practices.
- Ability to understand and practice proper cleaning methods and the safe usage of cleaning materials, disinfectants, janitorial tools, and equipment.
- Ability to perform safety practices related to work assignments.
- Ability to work with and as part of a team of skilled employees
- Ability to pass pre-employment drug screen.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills and abilities is described below.

- High school diploma or GED
- One year on the job experience as a water or wastewater treatment operator.
- Mechanical operating abilities, high school, trade/tech school, or college.
- Organizational skills and ability to prioritize
- Ability to work effectively as a team player
- Strong ability to self-motivate as well as take direction
- Current Nevada Division of Environmental Protection Bureau of Safe Drinking Water, Water Treatment Operator Grade T-2, preferably a grade T-4. Ability to acquire a T-2 within 12 months is considered.

- Current Nevada Division of Environmental Protection Wastewater Operator Grade 1, preferably Grade 3. Ability to acquire a Grade 1 within 6 months.

PHYSICAL AND PERCEPTUAL CAPABILITIES REQUIRED

The physical and perceptual capabilities described here are representative of those that an employee typically must possess to successfully perform the essential functions of the job.

- Bend, stoop and kneel, climbing
- Periodically lift and/or carry objects weighing more than 50 pounds
- Perform repetitive hand motions
- Perform repetitive motions with feet
- Repeatedly standing up and sitting down

WORKING CONDITIONS

Work is typically performed under the following conditions.

- Indoor/Outdoor environments.
- Periodic moving back and forth between indoor and outdoor environments.
- Occasional heavy lifting.
- Bending, stooping, squatting, and twisting.
- Working with/without supervision or immediate assistance.
- Noise and distractions from equipment.

FLSA Status : Non-Exempt

Classification : OE3

Grade: 8

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