

DATE SUBMITTED 12/29/22
 SUBMITTED BY Kristen Smith
 DATE ACTION REQUIRED 01/04/23

COUNCIL ACTION (x)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: <p style="text-align: center; margin-left: 100px;">1. Approve revisions to the Water Treatment Operator I, II and III and Wastewater Operator I, II and III series classifications job descriptions.</p>	
DEPARTMENT INVOLVED: <hr/> BACKGROUND/SUMMARY: <p style="margin-left: 20px;">Request approval of revisions to job descriptions for the Water Treatment Operator I, II, and III and Wastewater Operator I, II, and III series classifications to move the years of experience from a required qualification to a desirable qualification and to consolidate the license requirements to reflect a valid California Class B driver's license with the necessary endorsements by the vehicles used for the job. These revisions will better align the job description to the requirements set forth by the State of California for Grade Certifications and will allow City to obtain a larger pool of applicants when recruiting for these positions.</p>	
FISCAL IMPACT: NOT TO EXCEED <p style="margin-left: 20px;">There will be no fiscal impact to City funds.</p>	FINANCE INITIALS <u> </u>
STAFF RECOMMENDATION: <p style="margin-left: 20px;">Recommended to approve revisions to the job descriptions as outlined.</p>	DEPT. INITIALS <u> KWS </u>
MANAGER'S RECOMMENDATION: <u>Approve</u>	CITY MANAGER'S INITIALS <u> AB </u>
MOTION: SECONDED: APPROVED () REJECTED () AYES: DISAPPROVED () DEFERRED () NAYES: ABSENT: REFERRED TO:	

CITY OF IMPERIAL

JOB DESCRIPTION

WASTEWATER OPERATOR I

Range 71	Teamsters Salary Schedule
Hourly:	\$23.53 – \$33.11
Monthly:	\$4,078.53 - \$5,573.51
Annual:	\$48,942.40 - \$66,882.20

Teamsters Collective Bargaining Unit

FLSA – Non-Exempt

Department: Public Services – Wastewater Treatment Division

DEFINITION:

Under the direction of the Public Services Director, assist in the operation and maintenance of facilities and equipment in a wastewater pollution control plant and related lift stations; maintain proper wastewater quality levels according to established guidelines; perform work on facilities and other projects in support of the Public Works Department as required.

DISTINGUISHING CHARACTERISTICS:

The Wastewater Plant Operator I classification is the entry level position in the series, and monitors, adjusts and tests wastewater quality at assigned wastewater quality control facilities. Incumbents work under close supervision while learning job tasks. The Wastewater Plant Operator II is the journey-level class in the series, and performs a wide range of duties with minimal instruction or assistance, and performs skilled maintenance of facility equipment and systems. Incumbents assist with providing training to other assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform routine operation and maintenance tasks and assist in the operation, maintenance and installation of wastewater treatment facilities and related equipment.
- Maintain proper wastewater quality levels according to established guidelines; ensure proper procedures for obtaining, handling and transporting wastewater samples; test, record and adjust equipment in response to wastewater quality characteristics; utilize appropriate lab equipment.
- Monitor facility equipment and systems including valves, pumps, motors, tanks and gauges; monitor flow, pH, lift station level, temperature, UV lights, belts, blowers and dig alerts according to established guidelines; adjust equipment as necessary; perform routine maintenance and minor repairs as appropriate; refer major repair needs to appropriate personnel.
- Perform general plant maintenance and housekeeping tasks on facilities and equipment; collect samples, perform mathematical estimations and maintain assigned areas in a clean, safe and orderly condition.
- Assist in overhaul of pumps and other related treatment plant equipment; flush and jet sewer lines; unplug pumps and change electrical starters and motors.
- Install pumps and check valves, gaskets, piping and submersible pumps according to established procedures; perform tractor cleaning and VFO replacing accordingly.
- Install gear boxes and change UV lights; perform work on diffusers adjusting flow; run electrical wire and conduit according to established procedures.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

- Operate a tractor, skip loader and various hand and power tools related to assigned activities; utilize welding equipment as necessary; operate a computer and assigned software; drive a vehicle to conduct work.
- Maintain various records related to wastewater quality, work orders and assigned activities.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED supplemented by college-level coursework in mathematics, chemistry or related field. ~~and one (1) year experience with wastewater distribution systems.~~

Licenses and other Requirements:

- Possession of a Grade I Wastewater Treatment Plant Operation Certificate issued by the State of California.
- Valid California Class B Driver's License ~~with endorsements for air brakes and tanker,~~ and evidence of a safe driving record.

Knowledge of:

- Basic principles, practices, techniques, equipment and materials used in the operation and maintenance of a wastewater treatment plant.
- Wastewater sampling and testing techniques.
- Wastewater treatment plant instrumentation.
- Basic operation, maintenance, and repair of various pumps and meters.
- Requirements of maintaining wastewater treatment plant and related facilities in a safe and proper working condition.
- Health and safety regulations.
- Basic record-keeping techniques.

Ability to:

- Monitor, adjust and test wastewater quality at assigned wastewater quality control facilities.
- Maintain proper wastewater quality levels according to established guidelines.
- Perform routine maintenance and minor repairs on facility equipment and systems.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Learn applicable mechanical and piping systems including valves, line-ups, gauges and meters.
- Observe health and safety regulations.
- Operate a variety of equipment including lab instruments, a computer and assigned software.
- Operate heavy equipment.
- Perform heavy manual labor as needed.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain routine records.

DESIRABLE TRAINING AND EXPERIENCE:

~~One (1) year experience with wastewater distribution systems.~~

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Regular exposure to fumes and odors.
- Subject to noise from equipment operation.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands to operate assigned tools and equipment.
- Sitting or standing for extended periods of time.
- Seeing to monitor systems and test samples.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.

Hazards:

- Working around machinery with moving parts.
- Exposure to gases, vapors and odors.
- Contact with raw sewage and associated toxic fumes.
- Infectious materials from wastewater.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

WASTEWATER OPERATOR II

Range 74 Teamsters Salary Schedule
Hourly: \$25.34 – \$35.65
Monthly: \$4,392.26 - \$6,179.33
Annual: \$52,707.20 - \$74,152.00

Teamsters Collective Bargaining Unit

FLSA – Non-Exempt

Department: Public Services – Wastewater Treatment Division

DEFINITION:

Under the direction of the Public Services Director, perform a variety of journey-level skilled duties involved in the monitoring, adjustment and testing of wastewater quality in a wastewater pollution control plant and related lift stations; maintain proper wastewater quality levels according to established guidelines; perform skilled maintenance of related equipment and systems.

DISTINGUISHING CHARACTERISTICS:

The Wastewater Plant Operator II is the journey-level class in the series and performs a wide range of duties with minimal instruction or assistance and performs skilled maintenance of facility equipment and systems. Incumbents assist with providing training to other assigned personnel. The Wastewater Plant Operator I classification is the entry level position in the series, and monitors, adjusts and tests wastewater quality at assigned wastewater quality control facilities. Incumbents work under close supervision while learning job tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of journey-level skilled duties involved in the monitoring, adjustment and testing of wastewater quality at assigned wastewater quality control facilities; take readings of various meters for pressure, flow and water levels.
- Maintain proper wastewater quality levels according to established guidelines; ensure proper procedures for obtaining, handling and transporting wastewater samples; test, record and adjust equipment in response to wastewater quality characteristics; utilize appropriate lab equipment.
- Monitor facility equipment and systems including valves, pumps, motors, tanks and gauges; adjust equipment as necessary; perform skilled maintenance and minor repairs as appropriate; operate and repair electrical breakers, starters, heaters and connect power to pumps; refer major repair needs to appropriate personnel; install devices according to established procedures.
- Monitor and adjust chemical dosages for wastewater effluent; perform maintenance on pumps, including changing oil, lubricating and changing the packing; maintain and service injectors and chlorinators throughout the system; replace filters as needed.
- Maintain assigned wastewater quality control facilities and assigned spaces in a clean, orderly and safe condition; clean sewer lines, sewer wet wells, trash screens, clarifiers and other assigned devices or areas as required; repair broken water lines according to established procedures.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Operate a tractor, skip loader and various hand and power tools related to assigned activities; utilize welding equipment as necessary; operate standard office equipment including a computer

and assigned software; drive a vehicle to conduct work including a water truck, tractor and street sweeper.

- Maintain various records related to wastewater quality, work orders and assigned activities; log daily flows, temperatures, pH and assigned samples.
- Prepare and maintain inventory of wastewater activities supplies and parts and submit purchase orders for additional items as needed.
- Attend meetings and trainings as assigned.
- Assist with providing training to other assigned plant personnel as required.
- Respond to job-related emergencies during evening or variable hours as assigned.

OTHER DUTIES:

- Perform related duties as assigned.
- Assist with grounds-related duties and custodial-related duties as assigned.
- Provide special event assistance including assisting with traffic control and setting-up/breaking-down equipment for events.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED supplemented by college-level coursework in mathematics, chemistry or related field. ~~and two (2) years journey-level experience in the monitoring, adjustment and testing of wastewater quality or a similar field.~~

Licenses and other Requirements:

- Possession of a Grade II Wastewater Treatment Plant Operation Certificated issued by the State of California.
- Valid California Class B driver's license ~~with endorsements for air brakes and tanker~~, and evidence of a safe driving record.

Knowledge of:

- Principles, practices, techniques, equipment and materials used in the operation and maintenance of a wastewater treatment plant.
- Wastewater sampling and testing techniques.
- Wastewater treatment plant instrumentation.
- Applicable rules, regulations, policies and procedures.
- Operation, maintenance, and repair of various pumps and meters.
- Applicable mechanical and piping systems including valves, line-ups, gauges and meters.
- Requirements of maintaining wastewater treatment plant and related facilities in a safe and proper working condition.
- Health and safety regulations.
- Basic record-keeping techniques.

Ability to:

- Perform a variety of journey-level duties involved in the monitoring, adjustment and testing of wastewater quality at assigned wastewater quality control facilities.
- Maintain proper wastewater quality levels according to established guidelines.
- Perform skilled maintenance and minor repairs on facility equipment and systems.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Observe health and safety regulations.
- Operate a variety of equipment including lab instruments, a computer and assigned software.

- Operate heavy equipment.
- Perform heavy manual labor as needed.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain routine records.
- Assist with training other assigned personnel.

DESIRABLE TRAINING AND EXPERIENCE:

Two (2) years journey-level experience in the monitoring, adjustment and testing of wastewater quality or a similar field.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Regular exposure to fumes and odors.
- Subject to noise from equipment operation.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands to operate assigned tools and equipment.
- Sitting or standing for extended periods of time.
- Seeing to monitor systems and test samples.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.

Hazards:

- Working around machinery with moving parts.
- Exposure to gases, vapors and odors.
- Contact with raw sewage and associated toxic fumes.
- Infectious materials from wastewater.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

WASTEWATER OPERATOR III

Range 80	Teamsters Salary Schedule
Hourly:	\$29.39 – \$41.35
Monthly:	\$5,094.26 - \$7,167.33
Annual:	\$61,131.20 - \$86,008.00

Teamsters Collective Bargaining Unit

FLSA – Non-Exempt

Department: Public Services – Wastewater Treatment Division

DEFINITION:

Under the direction of the Director of Public Works and Chief Water Operator, lead, assist and participate in a variety of journey-level skilled activities in the installation, maintenance and repair of the City's potable water treatment plant and related equipment including the City's water distribution and metering systems; oversee and perform inspections of meters and service lines for leaks and malfunctions; monitor and record meter readings of water consumption levels and perform related repairs as needed; ensure proper operation of the City's potable water treatment plant and distribution system in compliance with all water quality, environmental, and safety standards; train and provide work direction to assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Water Treatment Operator III classification is the lead journey-level skilled classification in the series. Incumbents are responsible for performing more complex duties and providing work direction and training to subordinate water treatment operators. This classification requires a State of California Grade III Water Treatment Operator Certificate and State of California D-2 Water Distribution Certificate. The Wastewater Plant Operator II is the journey-level class in the series and performs a wide range of duties with minimal instruction or assistance and performs skilled maintenance of facility equipment and systems. Incumbents assist with providing training to other assigned personnel. The Wastewater Plant Operator I classification is the entry level position in the series, and monitors, adjusts and tests wastewater quality at assigned wastewater quality control facilities. Incumbents work under close supervision while learning job tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead, assist and perform a variety of journey-level skilled duties in the installation, maintenance and repair of the City's potable Water Treatment Plant, distribution systems and related equipment; respond to waterline emergencies and dig alerts.
- Inspect, troubleshoot and diagnose water plant and equipment problems and malfunctions; assist in the repair or replacement of gauges, pumps, filters and various other controls, parts, motors, distribution and metering system components and other related mechanical equipment as necessary.
- Conduct water plant and booster station readings using various specialized instruments and gauges; understand gauges and recording devices.
- Collect daily water samples at the Water Treatment plant; conduct various daily laboratory tests of water samples; identify abnormal water samples and take corrective action according to laboratory test results.

- Use a variety of tools and equipment related to water treatment, distribution systems; calibrate and adjust controls, instruments and equipment such as valves, switches, analyzers, turbidity meters and other water regulating devices used to regulate water flow, turbidity levels; pressure and adjustment of water chemical feed rates and dosages.
- Check for dig alerts; identify utility lines using underground utility locators and maps.
- Perform back-washes on mixed media filtration systems.
- Train and provide work direction and guidance to assigned personnel; monitor employee activities to ensure accuracy, completeness and compliance with established safety requirements and procedures.
- Prepare and maintain a variety of records, logs and reports related to readings, laboratory testing, repairs, maintenance activities and assigned duties.
- Communicate with City personnel, customers, state regulators and various outside agencies to exchange information, coordinate activities and resolve issues or concerns and complaints.
- Monitor inventory levels of parts, supplies and equipment; order, receive and maintain inventory of parts, supplies and equipment.
- Drive a vehicle to conduct work; operate heavy equipment and forklifts to haul and transport equipment, supplies and materials.
- Operate a computer and assigned industry software; input, analyze and interpret data.
- Maintain facilities, systems and equipment in a clean and sanitary condition.
- Attend and participate in a variety of meetings and committees as assigned.

OTHER DUTIES:

- Perform related duties as assigned.
- Respond to on-call emergencies.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED supplemented by college-level coursework in a related field. ~~and five (5) years progressively responsible journey-level skilled experience working in a water treatment plant including two (2) years at the level of a Water Treatment Operator II.~~

Licenses and other Requirements:

- Valid California Class ~~A, B, and C~~ California driver's license with endorsements for air brakes and tanker, and evidence of a safe driving record.
- Valid forklift certification.
- Valid State of California Water Treatment Plant Operator Certificate Grade III.
- Valid State of California Water Distribution Grade II Certificate.

Knowledge of:

- Principles and process of water plant, water distribution and water systems.
- Operation and maintenance principles of pumps, motors, valves, and other mechanical equipment related to water treatment.
- Applicable State and Federal laws, standards and requirements related to water treatment plant operation and maintenance.
- Proper laboratory principles and practices related to water treatment plant operations.
- Installation, maintenance and repair of water distribution and related equipment.
- Pumps, valves and related devices.
- Principles of training and providing work direction.
- Health and safety regulations and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.

Ability to:

- Lead and participate in a variety of journey-level skilled activities in the installation, maintenance and repair of water treatment, water distribution and water metering systems.
- Oversee and perform inspections of meters and pumps for leaks and malfunctions.
- Monitor and record meter readings of water levels and perform related repairs as needed.
- Train and provide work direction to assigned personnel.
- Troubleshoot, diagnose and resolve water treatment/distribution problems and malfunctions.
- Operate and maintain specialized meters, gauges, hand/power tools and equipment.
- Operate heavy equipment and forklifts.
- Perform heavy manual labor as needed.
- Communicate effectively both orally and in writing.
- Conduct and interpret water laboratory testing.
- Operate standard office equipment including a computer and assigned water and wastewater industry software.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and compile routine records related to work performed.
- Plan and organize work.
- Observe health and safety regulations.
- Prepare and maintain records, logs and reports.

DESIRABLE TRAINING AND EXPERIENCE:

Five (5) years progressively responsible journey-level skilled experience working in a water treatment plant including two (2) years at the level of a Water Treatment Operator II-

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold or adverse weather conditions.
- Noise from equipment operation.
- Variable work hours including evenings or weekends.
- Remain on-call for emergencies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard, hand and power tools.
- Standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, stooping, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Seeing to read meters and perform repairs.
- Hearing and speaking to exchange information.
- Climbing ladders.
- Walking and climbing perform inspections

Hazards:

- Working around machinery with moving parts.
- Exposure to chemicals and fumes.
- Working at heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

WATER TREATMENT OPERATOR I

Range 71	Teamsters Salary Schedule
Hourly:	\$23.53 – \$33.11
Monthly:	\$4,078.53 - \$5,573.51
Annual:	\$48,942.40 - \$66,882.20

Teamsters Collective Bargaining Unit

FLSA – Non-Exempt

Department: Public Services – Water Treatment Division

DEFINITION:

Under the direction of the Director of Public Works and Chief Water Operator, perform routine maintenance and operation tasks in the processing, treatment, storage and distribution of potable water, including field work involved in reading, recording, repairing and installing water meters; perform maintenance on service connections and related facilities; perform other work as required.

The employee will have the above definition as his primary work assignment; however, the employee may be assigned to work on projects in other areas to meet current maintenance needs and requirements of City facilities.

DISTINGUISHING CHARACTERISTICS:

The Water Treatment Operator I classification is the entry-level classification in the series. Incumbents work under close supervision while learning job tasks.

The Water Treatment Operator II is the journey-level class in the series and performs a wide range of duties with minimal supervision or assistance. This classification requires a State of California Grade II Water Treatment Operator Certificate.

The Water Treatment Operator III classification is the lead journey-level skilled classification in the series. Incumbents are responsible for performing more complex duties and providing work direction and training to subordinate water treatment operators. This classification requires a State of California Grade III Water Treatment Operator Certificate and State of California D-2 Water Distribution Certificate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform routine maintenance and operation tasks.
- Assist in the maintenance of treatment facilities.
- Perform maintenance on pumping machinery, engines, motors and pumps.
- Clean and replace filters; lubricate pumps and motors, assist in overhaul of pumps, meters and controls.
- Maintain records of chlorine and pH turbidity; add chlorine and other chemicals to system.
- Inspect water meters; install and repair meters, valves and water hydrants; perform work on water breaks; perform turn-offs on delinquent accounts.
- Replace meter boxes; read and record meter readings.
- Use a variety of hand tools and power tools; respond to emergencies when off-duty and perform emergency repairs.

- Use a variety of tools and equipment related to water treatment, distribution, and metering systems; calibrate and adjust controls, instruments and equipment such as valves, switches, analyzers, turbidity meters and other water regulating devices used to regulate water flow, turbidity levels, pressure and adjustment of water chemical feed rates and dosages.
- Prepare and maintain a variety of records, logs and reports related to readings, repairs, maintenance activities and assigned duties.
- Communicate with City personnel, customers, and various outside agencies to exchange information, coordinate activities and resolve issues or concerns and complaints.
- Drive a vehicle to conduct work; operate heavy equipment and forklifts to haul and transport equipment, supplies and materials.
- Operate standard office equipment including a computer and assigned water and wastewater industry software.
- Maintain facilities, systems and equipment in a clean and sanitary condition.
- Attend and participate in a variety of meetings and committees as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED. ~~and one (1) year experience in general operation and maintenance of pumps; experience in construction or maintenance work is desired.~~

Licenses and other Requirements:

- Valid California Class B ~~and C~~ driver's license ~~with endorsements for air brakes and tanker~~, and evidence of a safe driving record.
- Valid State of California Water Distribution Grade I Certificate.

Knowledge of:

- Principles and process of water treatment, water distribution and water metering systems.
- Basic operation and maintenance principles of pumps, motors, valves, backflow and other mechanical equipment related to water treatment.
- Installation, maintenance and repair of water distribution, metering systems and related equipment.
- Health and safety regulations and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.

Ability to:

- Participate in routine activities in the installation, maintenance and repair of water treatment, water distribution and water metering systems.
- Monitor and record meter readings of water levels and perform related repairs as needed.
- Operate and maintain specialized meters, gauges, hand/power tools and equipment.
- Operate heavy equipment and forklifts.
- Perform heavy manual labor as needed.
- Communicate effectively both orally and in writing.
- Conduct and interpret water laboratory testing.
- Operate standard office equipment including a computer and assigned water and wastewater industry software.

- Establish and maintain cooperative and effective working relationships with others.
- Prepare and compile routine records and logs related to work performed.
- Observe health and safety regulations.

DESIRABLE TRAINING AND EXPERIENCE:

One (1) year experience in general operation and maintenance of pumps; experience in construction or maintenance work is desired.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold or adverse weather conditions.
- Noise from equipment operation.
- Variable work hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard, hand and power tools.
- Standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, stooping, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Seeing to read meters and perform repairs.
- Hearing and speaking to exchange information.
- Climbing ladders.
- Walking and climbing to perform inspections.

Hazards:

- Working around machinery with moving parts.
- Exposure to chemicals and fumes.
- Working at heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

WATER TREATMENT OPERATOR II

Range 74	Teamsters Salary Schedule
Hourly:	\$25.34 – \$35.65
Monthly:	\$4,392.26 - \$6,179.33
Annual:	\$52,707.20 - \$74,152.00

Teamsters Collective Bargaining Unit

FLSA – Non-Exempt

Department: Public Services – Water Treatment Division

DEFINITION:

Under the direction of the Director of Public Works and Chief Water Operator, perform a variety of maintenance and operation tasks in the processing, treatment, storage and distribution of potable water, including field work involved in reading, recording, repairing and installing water meters; perform maintenance on service connections and related facilities; perform other work as required.

DISTINGUISHING CHARACTERISTICS:

The Water Treatment Operator II is the journey-level class in the series and performs a wide range of duties with minimal supervision or assistance. This classification requires a State of California Grade II Water Treatment Operator Certificate.

The Water Treatment Operator I classification is the entry-level classification in the series. Incumbents work under close supervision while learning job tasks.

The Water Treatment Operator III classification is the lead journey-level skilled classification in the series. Incumbents are responsible for performing more complex duties and providing work direction and training to subordinate water treatment operators. This classification requires a State of California Grade III Water Treatment Operator Certificate and State of California D-2 Water Distribution Certificate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of maintenance and operation tasks.
- Assist in the maintenance of treatment facilities.
- Perform maintenance on pumping machinery, engines, motors and pumps.
- Clean and replace filters; lubricate pumps and motors, assist in overhaul of pumps, meters and controls.
- Maintain records of chlorine and pH turbidity; add chlorine and other chemicals to system.
- Inspect water meters; install and repair meters, valves and water hydrants; perform work on water breaks; perform turn-offs on delinquent accounts.
- Replace meter boxes; read and record meter readings.
- Use a variety of tools and equipment related to water treatment, distribution and metering systems; calibrate and adjust controls, instruments and equipment such as valves, switches, analyzers, turbidity meters and other water regulating devices used to regulate water flow and turbidity levels, pressure and adjustment of water chemical feed rates and dosages.
- Prepare and maintain a variety of records, logs and reports related to readings, repairs, maintenance activities and assigned duties.

- Communicate with City personnel, customers and various outside agencies to exchange information, coordinate activities and resolve issues or concerns and complaints.
- Drive a vehicle to conduct work; operate heavy equipment and forklifts to haul and transport equipment, supplies and materials.
- Operate standard office equipment including a computer and assigned water and wastewater industry software.
- Respond to emergencies when off-duty and perform emergency repairs.
- Maintain facilities, systems and equipment in a clean and sanitary condition.
- Attend and participate in a variety of meetings and committees as assigned.

OTHER DUTIES:

- Perform related duties as assigned.
- May supervise a crew when assigned.
- Respond to on-call emergencies.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED. ~~and two (2) years experience in general operation and maintenance of pumps; experience in construction or maintenance work is desired.~~

Licenses and other Requirements:

- Valid California Class B ~~and C California~~ driver's license ~~with endorsements for air brakes and tanker~~, and evidence of a safe driving record.
- Valid State of California Water Distribution Grade II Certificate.

Knowledge of:

- Principles and process of water treatment, water distribution and water metering systems.
- Operation and maintenance principles of pumps, motors, valves, backflow and other mechanical equipment related to water treatment.
- Installation, maintenance and repair of water distribution, metering systems and related equipment.
- Principles of training and providing work direction.
- Health and safety regulations and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.

Ability to:

- Participate in a variety of activities in the installation, maintenance and repair of water treatment, water distribution and water metering systems.
- Monitor and record meter readings of water levels and perform related repairs as needed.
- Operate and maintain specialized meters, gauges, hand/power tools and equipment.
- Operate heavy equipment and forklifts.
- Perform heavy manual labor as needed.
- Communicate effectively both orally and in writing.
- Conduct and interpret water laboratory testing.
- Operate standard office equipment including a computer and assigned water and wastewater industry software.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and compile routine records and logs related to work performed.

- Observe health and safety regulations.

DESIRABLE TRAINING AND EXPERIENCE:

Two (2) years' experience in general operation and maintenance of pumps; experience in construction or maintenance work is desired.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold or adverse weather conditions.
- Noise from equipment operation.
- Variable work hours including evenings or weekends.
- Remain on-call for emergencies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard, hand and power tools.
- Standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, stooping, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Seeing to read meters and perform repairs.
- Hearing and speaking to exchange information.
- Climbing ladders.
- Walking and climbing to perform inspections.

Hazards:

- Working around machinery with moving parts.
- Exposure to chemicals and fumes.
- Working at heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

WATER TREATMENT OPERATOR III

Range 80	Teamsters Salary Schedule
Hourly:	\$29.39 – \$41.35
Monthly:	\$5,094.26 - \$7,167.33
Annual:	\$61,131.20 - \$86,008.00

Teamsters Collective Bargaining Unit

FLSA – Non-Exempt

Department: Public Services – Water Treatment Division

DEFINITION:

Under the direction of the Director of Public Works and Chief Water Operator, lead, assist and participate in a variety of journey-level skilled activities in the installation, maintenance and repair of the City's potable water treatment plant and related equipment including the City's water distribution and metering systems; oversee and perform inspections of meters and service lines for leaks and malfunctions; monitor and record meter readings of water consumption levels and perform related repairs as needed; ensure proper operation of the City's potable water treatment plant and distribution system in compliance with all water quality, environmental, and safety standards; train and provide work direction to assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Water Treatment Operator III classification is the lead journey-level skilled classification in the series. Incumbents are responsible for performing more complex duties and providing work direction and training to subordinate water treatment operators. This classification requires a State of California Grade III Water Treatment Operator Certificate and State of California D-2 Water Distribution Certificate.

The Water Treatment Operator II is the journey-level class in the series and performs a wide range of duties with minimal supervision or assistance. This classification requires a State of California Grade II Water Treatment Operator Certificate.

The Water Treatment Operator I classification is the entry-level classification in the series. Incumbents work under close supervision while learning job tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead, assist and perform a variety of journey-level skilled duties in the installation, maintenance and repair of the City's potable Water Treatment Plant, distribution systems and related equipment; respond to waterline emergencies and dig alerts.
- Inspect, troubleshoot and diagnose water plant and equipment problems and malfunctions; assist in the repair or replacement of gauges, pumps, filters and various other controls, parts, motors, distribution and metering system components and other related mechanical equipment as necessary.
- Conduct water plant and booster station readings using various specialized instruments and gauges; understand gauges and recording devices.
- Collect daily water samples at the Water Treatment plant; conduct various daily laboratory tests of water samples; identify abnormal water samples and take corrective action according to laboratory test results.

- Use a variety of tools and equipment related to water treatment, distribution systems; calibrate and adjust controls, instruments and equipment such as valves, switches, analyzers, turbidity meters and other water regulating devices used to regulate water flow, turbidity levels; pressure and adjustment of water chemical feed rates and dosages.
- Check for dig alerts; identify utility lines using underground utility locators and maps.
- Perform back-washes on mixed media filtration systems.
- Train and provide work direction and guidance to assigned personnel; monitor employee activities to ensure accuracy, completeness and compliance with established safety requirements and procedures.
- Prepare and maintain a variety of records, logs and reports related to readings, laboratory testing, repairs, maintenance activities and assigned duties.
- Communicate with City personnel, customers, state regulators and various outside agencies to exchange information, coordinate activities and resolve issues or concerns and complaints.
- Monitor inventory levels of parts, supplies and equipment; order, receive and maintain inventory of parts, supplies and equipment.
- Drive a vehicle to conduct work; operate heavy equipment and forklifts to haul and transport equipment, supplies and materials.
- Operate a computer and assigned industry software; input, analyze and interpret data.
- Maintain facilities, systems and equipment in a clean and sanitary condition.
- Attend and participate in a variety of meetings and committees as assigned.

OTHER DUTIES:

- Perform related duties as assigned.
- Respond to on-call emergencies.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED supplemented by college-level coursework in a related field. ~~and five (5) years progressively responsible journey-level skilled experience working in a water treatment plant including two (2) years at the level of a Water Treatment Operator II.~~

Licenses and other Requirements:

- Valid California Class ~~A, B, and C California~~ driver's license ~~with endorsements for air brakes and tanker~~, and evidence of a safe driving record.
- Valid forklift certification.
- Valid State of California Water Treatment Plant Operator Certificate Grade III.
- Valid State of California Water Distribution Grade II Certificate.

Knowledge of:

- Principles and process of water plant, water distribution and water systems.
- Operation and maintenance principles of pumps, motors, valves, and other mechanical equipment related to water treatment.
- Applicable State and Federal laws, standards and requirements related to water treatment plant operation and maintenance.
- Proper laboratory principles and practices related to water treatment plant operations.
- Installation, maintenance and repair of water distribution and related equipment.
- Pumps, valves and related devices.

- Principles of training and providing work direction.
- Health and safety regulations and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.

Ability to:

- Lead and participate in a variety of journey-level skilled activities in the installation, maintenance and repair of water treatment, water distribution and water metering systems.
- Oversee and perform inspections of meters and pumps for leaks and malfunctions.
- Monitor and record meter readings of water levels and perform related repairs as needed.
- Train and provide work direction to assigned personnel.
- Troubleshoot, diagnose and resolve water treatment/distribution problems and malfunctions.
- Operate and maintain specialized meters, gauges, hand/power tools and equipment.
- Operate heavy equipment and forklifts.
- Perform heavy manual labor as needed.
- Communicate effectively both orally and in writing.
- Conduct and interpret water laboratory testing.
- Operate standard office equipment including a computer and assigned water and wastewater industry software.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and compile routine records related to work performed.
- Plan and organize work.
- Observe health and safety regulations.
- Prepare and maintain records, logs and reports.

DESIRABLE TRAINING AND EXPERIENCE:

Five (5) years progressively responsible journey-level skilled experience working in a water treatment plant including two (2) years at the level of a Water Treatment Operator II.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold or adverse weather conditions.
- Noise from equipment operation.
- Variable work hours including evenings or weekends.
- Remain on-call for emergencies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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