

## WATER RESOURCES PLANT OPERATOR I

### JOB DESCRIPTION

**Classification Responsibilities:** A Water Resources Plant Operator I is a two-year assignment where incumbents function as trainees and are responsible for learning how to operate and maintain the City of Mesa's water reclamation or potable water treatment plants (*depending on assignment*) during an assigned shift. During this two-year assignment the incumbent must meet requirements and expectations outlined in the criteria-based promotion document. Incumbents in this class will work only on a shift where an experienced Operator is present. As experience is gained and skill level increases, the intensity of supervision will gradually decrease. An employee in this class is expected to use appropriate safety equipment and follow safety procedures in performing assignments. This class performs related duties as required.

**Distinguishing Features:** An employee in this class is exposed to such job hazards as toxic chemicals, methane gas, chlorine gas, ozone, hydrogen sulfide, raw sewage, sludge, and adverse weather conditions. During the training process, this employee will learn to perform all of the job duties as required. This class is distinguished from the Water Resources Plant Operator II class by working on a shift where an experienced operator is present, while the latter works on a shift independently. Employees in this class may be required to work rotating shifts. The Water Resources Plant Operator I receives close-to-general supervision from the Water Resources Supervisor, who reviews the employee's work in progress through meetings and by the evaluation of results achieved. A Water Resources Plant Operator I will be eligible to progress to the Water Resources Plant Operator II class by noncompetitive promotion upon meeting the specific criteria-based promotion requirements of experience, performance, certification, and on the job training. An incumbent who fails to complete the training and noncompetitive, criteria-based promotion within the two years of hire may be transferred, demoted, or terminated. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

#### **Minimum Qualifications Required.**

**Potable Water Treatment Assignment:** Any combination of training, education, or experience equivalent to graduation from high school or GED. Some (6 months - 1 year) experience in a water treatment plant, water distribution systems, or closely related operation.

**Water Reclamation Plant Assignment:** Any combination of training, education, or experience equivalent to graduation from high school or GED. Some (6 months - 1 year) experience in a wastewater treatment plant, wastewater collection systems, or a closely related operation.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire date. Must meet the physical standards and requirements for the wearing of a Self-Contained Breathing Apparatus (SCBA) respiratory protection equipment. Must meet the qualifications to wear a tight-fitting respirator

by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Must obtain a 40-hour Hazardous Waste Operations and Emergency Response (HazWoper) Certification as per the Occupational Safety and Health Administration (OSHA) within in one year and must attend an eight-hour refresher course annually to maintain certification.

**Potable Water Treatment Plant Assignment:** Must possess a Grade I (or higher) Water Treatment System Operator certification from the Arizona Department of Environmental Quality (ADEQ) or equivalent certification from another state through reciprocity with Arizona by application date. Certification through reciprocity must be obtained within three months of hire or promotion. Incumbents must obtain a Grade II and Grade III Water Treatment System Operator certification from the ADEQ within two years of hire or promotion. Shall be responsible for acquiring a minimum of 30 Professional Development Hours (PDH's) every three years to maintain ADEQ Certification.

**Water Reclamation Plant Assignment:** Must possess a Grade I (or higher) Wastewater Treatment System Operator certification from the ADEQ or equivalent certification from another state through reciprocity with Arizona by application date. Certification through reciprocity must be obtained within three months of hire or promotion. Incumbents must obtain a Grade II and Grade III Wastewater Treatment System Operator Certification from the ADEQ within two years of hire or promotion. Shall be responsible for acquiring a minimum of 30 PDH's every three years and maintain ADEQ Certification.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Completion of at least 15 semester hours of college coursework in Water Technology, Environmental or Chemical Engineering, Mechanical Maintenance/Repair, Manufacturing Equipment Maintenance/Repair, or any related curriculum. Grade II (or higher) ADEQ Wastewater Treatment or Water Treatment System Operator Certification (by assignment).

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities, which may be found in positions of this classification.

**Communication:** Relays operational information to coworkers, and answers questions concerning water treatment/reclamation processes and/or water quality. Prepares written shifts logs. Maintains written data on test results, flow rates, and gauge and meter readings.

**Manual/Physical:** Requires a standard Class D Arizona Driver's License to operate City-owned vehicle to deliver and collect supplies, parts, and other materials for various City facilities. Additionally, the position will be required to operate "Powered Industrial Trucks," which may include forklifts, backhoes, etc. This will require training and certification requirements per OSHA 29 CFR 1910.178(1). Enters data into a terminal to calculate chemical usage.

Uses common hand tools such as: hammers, saws, screwdrivers, pliers, valve keys and lubrication equipment to repair, operate or maintain equipment, to operate equipment and perform maintenance tasks. Cleans work area and equipment. Works around or uses potentially hazardous materials requiring the use of specialized equipment. Lifts and carries heavy equipment/objects (up to 100 pounds or more) for distances 20 feet or more with the assistance of a handcart or power equipment (500 pounds to 1 ton) to deliver to vendor for repairs. Works in all weather conditions. Meets scheduling and attendance requirements.

**Mental:** Learns to do the following: monitor control panels, gauges, and meters to ensure proper plant operation; operate valves, gates, pumps, remote control devices and blowers; check chemical tank levels; adjust water flow rate and chemical feed rate; mix chemical solutions; operates pilot plant system; adjust feed rates; use a variety of standard testing procedures to determine any problems and adjustments needed in the water treatment/reclamation process; distinguish colors to determine the outcome of certain chemical analyses; operate laboratory equipment to perform analyses; calibrate on-line equipment; evaluate treatment plant process effectiveness and makes adjustments as needed; and analyze chemical analysis data to make recommendations regarding appropriate chemical dosages.

**Knowledge and Abilities:**

Knowledge of:

***Potable Water Treatment Plant Assignment:***

the equipment used in a modern, conventional water treatment plant; and the chemical and physical processes used to treat potable water (example: coagulation, flocculation, sedimentation, filtration, chlorination, and sludge dewatering).

***Water Reclamation Plant Assignment:***

the equipment used in a water reclamation plant including solids handling; the biological, chemical, and physical processes used to treat wastewater (example: screening, sedimentation, nitrification/denitrification, filtration, disinfection, centrifugation, and digestion); standard wastewater treatment operating procedures; and the basic maintenance needs of wastewater treatment equipment.

Ability to:

determine processing requirements;  
identify problems and ensure proper and efficient operation of the water treatment/reclamation plant;  
establish and maintain effective working relationships with management, coworkers, and the general public; and  
sample the raw water/influent, finished water/effluent, and sludge at various stages of processing to determine the effectiveness of the treatment process, and any adjustments that are necessary.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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MZ/sb/th

CS4203.DOCX

EEO-S/M

JOB FCTN-TEC

Non-DOT Safety and Security-Y

CDL-N

RESP-Y

PAY GRADE: 45

IND-7520 – Water Treatment

IND-7580 – Water Reclamation

SWORN-N

Non-DOT Random-N

DOT-N

INCREMENTS 59-200