



## Job Classification

**Title: Shift Operator III**  
**FLSA Status: Non-Exempt**  
**Job Code: 121**

### POSITION OVERVIEW

To perform a variety of skilled technical duties and semi-skilled labor in the operation and maintenance of the District's water systems including water treatment plants, pipeline transmission systems, hydroelectric facilities, water quality laboratory, and related facilities and equipment. An emphasis on maintenance related work assignments will be required, as summarized in the Essential Functions below.

### OVERSIGHT

**Supervision Received:** Reports to the Operations Supervisor.

**Supervision Given:** More experienced staff may exercise functional and technical supervision over less experienced operations staff.

### ESSENTIAL FUNCTIONS

#### Maintenance:

- Operates valves, gates, pumps, motors, and generators in controlling treatment processes.
- Monitors chemical supplies; change chemical cylinders and storage drums as required.
- Monitors and maintain chemical levels including placing orders and taking deliveries.
- Monitors and maintains lab and chop supplies and inventory.
- Inspects transmission pipeline for leaks and potential hazards; inspects hydroelectric units for proper operation, power, and efficiency, and records control panel readings.
- Performs preventative maintenance, including cleaning and lubricating plant equipment, pump stations, and hydroelectric stations.
- Makes emergency repairs to plant equipment; records failures of any problems with equipment and writes repair work orders.

- Performs a variety of general cleaning duties inside and outside water treatment facilities.
- Drains, inspects, and cleans plant structures.
- Performs skilled electrical and mechanical work in the construction, installation, maintenance, and testing of equipment in the electric generating plants, and water utility facilities.
- Programs, services, calibrates, trouble shoots, and repairs a variety of electronic, computerized instruments, equipment, and systems.

***Plant & Treatment:***

- Makes daily rounds of the plant performing a variety of duties pertaining to water treatment and plant maintenance; inspects treatment facilities to ensure proper plant operation.
- Observes variations in operating conditions by interpreting meter, gauge, and graph ratings and test results to determine purification requirements.
- Responds to and informs supervisor and co-workers of present and potential problems and hazards.
- Operates treatment facilities to control flow and purification of water; regularly monitors plant functions through reading gauges, graphs, meters, control panels and SCADA System and by performing and evaluating chemical tests; routinely tests and operates emergency equipment.
- Maintains logs and worksheets of plant operations, compiles equipment readings and test results into hourly, daily, and monthly reports.
- Provides information to the public in the form of plant tours and school project research.
- Adjusts plant operations to changing purification needs; mix and add chemicals as needed to maintain appropriate levels.
- Collects water samples and conducts chemical tests; prepares reagents and culture media; analyzes and record test results; maintains, sterilizes, and disinfects laboratory glassware and other lab equipment.
- Operates, maintains, and fuels operations vehicles; performs safety inspections and reports safety and other priority repair work to supervisor.
- Keeps abreast of new trends and innovations in the water treatment field.
- Calculates flow rates and calibrates valves and feeder systems.

- Responds to water facility alarms and takes corrective action as required during normal and after hours.
- Performs a wide variety of duties as assigned by the Operations Supervisor and Chief Operations Officer.
- Night, weekend, and holiday work required.
- Inspects, maintains, and repairs chemical feed and delivery systems; able to wear protective safety equipment and work in hazardous work environments; able to pass annual respiratory and physical/fit test.
- Operate and maintain sludge collection and processing systems.
- May be assigned to on-call standby duty.
- Required to operate forklift post receiving District certification.
- Performs related duties as assigned.

## QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill, or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:** Materials, methods, equipment and procedures for the operation and maintenance of water treatment facilities, transmission systems, hydroelectric facilities and water quality laboratory; functions and purposes of water purification systems; standard principles of biology, chemistry and mathematics as related to water purification treatment; experience with or the ability to learn basic electrical and SCADA programming; mechanical and electrical systems as applied to water treatment and hydroelectric facilities; principles and practices of chemical and biological testing and analysis; principles and procedures of record keeping and basic report preparation techniques; safe work practices; tools methods and the materials required for the installation, maintenance and testing of the electrical equipment used in the electric and water utility systems; electrical safety laws, rules and regulations relative to electrical construction and maintenance of installations and the hazards involved in working on energized equipment and the proper safety precautions to use; instrumentation, scales, measurements; principals of electronics, chemistry and mathematics; characteristics of electronic and testing equipment; computer operation and use of control logic software; knowledge of SCADA software like Wonderware software; knowledge of mapping software like GIS; common Microsoft business computer applications such as Word, Excel, Outlook and the Internet.

**Ability to:** Operate machinery and equipment utilized in the water treatment facilities, transmission systems, and hydroelectric stations; make routine adjustments to telemetry equipment, motors, pumps and other equipment; maintain and operate laboratory equipment and conduct chemical and biological tests; read meters and gauges correctly, make necessary documentation and act quickly and competently; maintain records and compile data into written logs and reports; recognize and react to treatment process changes and demands; recognize and troubleshoot mechanical problems; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements. Must have the ability to lead the training of inexperienced staff on all aspects of plant operations.

## **EDUCATION AND EXPERIENCE**

The Shift Operator III will possess a combination of education and experience equivalent to:

- Two (2) years of experience in the operation of water treatment facilities including laboratory analysis.
- Completion of the twelfth grade, supplemented by specialized training in biology, chemistry, or a related field
- Three Valleys lab experience with the ability to run the treatment plant and lab independently during any one of the rotating shifts, at the discretion of the Chief Operations Officer.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires the ability to distinguish between colors. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit, stand and climb (e.g., a ladder); and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 55 lbs. and heavier weights with the use of proper assistance.

Requires working with and handling hazardous chemicals; working in confined spaces; use of respiration equipment and the manual operation of heavy equipment. Valid certification to use and wear a respirator must be obtained from the District's designated occupational physician within twelve months of hire. Requires ability to pass respirator and physical/fit test as well as a background check and drug screening.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS**

### **Certificates**

- Possession of a valid Grade 3 water treatment certificate (T3) issued by the California Department of Public Health.

- Possession of a valid Grade 3 water distribution certificate (D3) issued by the California Department of Public Health.
- Possession of a valid Water Quality Lab Analyst certificate issued by the AWWA is highly desirable.

**Licenses**

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

**Registrations**

- None

This job description has been revised and approved by all levels of management.

<b>Approved by:</b>	Matthew Litchfield
<b>Date last modified:</b>	5/3/23
<b>Date approved:</b>	3/21/23

I have received, reviewed, and fully understand the job description for Shift Operator III. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.**