



Job Classification

Title: Plant Assistant
FLSA Status: Non-Exempt
Job Code: 118

POSITION OVERVIEW

To perform a variety of skilled technical duties and semi-skilled labor in the operation and maintenance of the District's water system 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 Supervisors.

Supervision Given: None.

ESSENTIAL FUNCTIONS

Maintenance:

- Operates valves, gates, pumps, motors, and generators in controlling treatment processes.
- Monitors chemical supplies; accepts chemical deliveries; changes chemical cylinders and storage drums as required.
- Performs preventative maintenance, including cleaning and lubricating plant equipment, pump stations, and hydroelectric stations.
- Makes emergency repairs to plant equipment; records failures of and problems with equipment and writes repair work orders.
- Performs a variety of cleaning duties inside and outside district water facilities, primarily inside the Control Building.
- Drains, inspects, and cleans plant structures.
- Performs other related duties as assigned.

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

Three Valleys Municipal Water District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

- Responds to and informs supervisor and co-workers of present and potential problems and hazards.
- Under supervision, 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.
- Under supervision, adjusts plant operations to changing purification needs; mix and add chemicals as needed to maintain appropriate levels.
- Collects water samples and conduct chemical tests; prepares reagents and culture media; analyzes and record test results; maintains, sterilizes, and disinfects laboratory glassware and other lab equipment.
- Operates, forklift, tractor, etc.; 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 hours.
- Performs a wide variety of duties as assigned by the Operations Supervisor and Chief Operations Officer.
- Inspects, maintains, and repairs chemical feed and delivery systems; able to wear protective safety equipment and work in hazardous work environments; able to pass respirator and physical/fit test.
- Operate and maintain sludge collection and processing systems.
- 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 operation; 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; 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.

EDUCATION AND EXPERIENCE

The Plant Assistant will possess a combination of education and experience equivalent to:

- Completion of the twelfth grade, supplemented by specialized training in biology, chemistry, or a related field.

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

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 minimum Grade I water treatment certificate (T1) issued by the California Department of Public Health with the ability to acquire a Grade II (T2) treatment certificate.
- Possession of a minimum Grade I water distribution certificate (D1) issued by the California Department of Public Health with the ability to acquire a Grade II (D2) distribution certificate.

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.

Approved by:	Matthew Litchfield
Date last modified:	3/2/23
Date approved:	3/21/23

I have received, reviewed, and fully understand the job description for Plant Assistant. 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.