

## **Job Description**

Job Title: Wastewater Treatment Plant Operator – Grade I, II, III  
Department: Asset Management  
Reports To: Lead Wastewater Treatment Plant Operator  
Location: Avalon WWTP  
Classification: Non-Exempt  
Normal Business Hours: Varies, Approx. 7:00 a.m.-4:00 p.m. 5 days a week  
Date Prepared: June 2023

**Job Objective** - Reporting directly to the Lead Wastewater Treatment Plant Operator, the Operator has responsibility for assisting in the successful operation and maintenance of the Avalon WWTP and assisting as necessary in the operation and maintenance of other PERC Water projects as needed.

## **Principal Duties and Responsibilities**

- Operates, inspects, cleans, repairs, replaces and maintains piping, valves, motors, grinders, pumps, aerators, screens, compressors, filters, clarifiers, UV disinfection system, chemical feed systems and related equipment; assists in major treatment plant repairs as necessary.
- Performs treatment plant rounds inspecting, monitoring, and documenting plant operations by reading plant equipment gauges, dials, computer screens, graphs, and other instrumentation; making adjustments to process controls as directed by the Operations Manager; identifying operational problems and ensuring they are corrected; ensuring that plants are operating within safety standards established by federal, state, and local laws, ordinances and regulations.
- Performs general, grounds, and preventive maintenance and repair in and around plant facilities including lubricating equipment, washing process equipment; performs landscape duties including mowing, edging, and weed abatement.
- Notifies Lead WWTP Operator when consumables inventories are low.
- Operates a variety of tools, and equipment necessary to maintain the wastewater treatment plant system and equipment.
- Performs basic skilled water pollution control laboratory testing and analysis; takes samples; adheres to quality assurance programs for laboratory analysis and instrumentation. Prepares and updates records and logs in compliance with state and federal mandates for reporting.
- Ability to work at other locations
- Perform supervised equipment maintenance
- Perform house-cleaning activities such as dusting, mopping etc.
- Performs a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, electrical, etc.) for the purpose of completing projects within established time frames.
- Inspect and troubleshoot equipment and systems.
- Communicate any problems/issues to the Lead WWTP Operator

- Assists skilled maintenance workers/sub-contractors with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Maintain tools and equipment for the purpose of ensuring availability in safe operating condition.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
- Promote and adhere to PERC's written corporate Safety program
- All other tasks as assigned by the Lead WWTP Operator
- Maintain acceptable attendance per PERC standards

### **Knowledge, Skills and Abilities Required**

1. General computer skills including good working knowledge of Microsoft Outlook, Word and Excel. Ability to learn CMMS program used on site.
2. Excellent team-working and communications skills to enable effective interaction with other PERC Water personnel, including peers. Able to establish and maintain effective working relationships with others.
3. Physical:
  - Body Positions: Standing, sitting for extended periods of time, walking.
  - Body Movements: Use of hands, eyes, ears, arms and voice. Must be able to lift, push and pull up to 40 pounds on a regular basis.
  - Must be able to climb up and down stairs and ladders and climb into process tanks and enclosures
  - Must be able to climb on, or into facility equipment and systems (Confined Space Training required).
  - Must be able to work weekends, nights or holidays as needed.
  - On call availability as scheduled
  - Must be able to travel from jobsite to jobsite within in the area
  - Occasional Travel Required
4. Mental:
  - Language ability includes reading, writing, spelling, and the ability to communicate clearly on business topics in English.

### **Education, Professional Credentials and Experience**

1. High School Diploma or equivalent
2. Current California Grade I,II, III Wastewater Certification required
3. 1-2 years of previous experience in a similar position
4. Valid CA driver's license
5. Degree a plus but not required

### **Work Conditions**

Jobsite (Wastewater reclamation facility) indoor and outdoor

**Reporting Relationships**

The following positions may provide functional support to the WWTP Operator:

Corporate Vice Presidents  
Technical Services / Safety / Area Operations Managers  
Company Directors  
Grade I - IV Operators / OIT's  
Maintenance Technicians  
Lead WWTP Operator

**ACKNOWLEDGMENTS**

I understand that this job description does not list all of the duties of my job. I am aware that I may be asked by my supervisors to perform additional duties or follow additional instructions. I understand that I will be evaluated in part based on my performance of the tasks listed in this job description. I have reviewed and understand the above job description. I understand the Company has the right to change this job description at any time. I also understand I am an at-will employee and that this job description is not an employment contract.

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Employee Name (Printed)

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Signature

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Date

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Supervisor

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Date