

Job Description

Job Title: Water or Wastewater Treatment Plant Operator – Grade III
Department: Asset Management
Reports To: Sr Area Manager
Location: WWTP North Hollywood CA
Classification: Non-Exempt
Normal Business Hours: Varies, Approx. 7:00 a.m.-4:00 p.m. Daily
Date Prepared: September 2022

Job Objective - Reporting directly to the Sr Area Manager, the Grade III Operator has responsibility for the successful operation and maintenance of the Ground Water Pump and Treat Facility.

Principal Duties and Responsibilities

- 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.
- 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 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.
- Possesses adequate writing skills to complete monthly report of operations
- Possess adequate verbal communication skills to lead the client meetings and provide a report of the monthly tasks
- Maintains consumable inventories as needed to ensure uninterrupted operation
- Operates a variety of tools, and equipment necessary to maintain the wastewater treatment plant system and equipment.
- Performs basic skilled water 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 within Southern California if needed
- Perform 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.

- 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.
- Promote and adhere to all site specific regulations, rules and procedures
- Promote and adhere to PERC's written corporate Safety program
- All other tasks as assigned by the Operations Manager
- 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 III Wastewater Certification required
3. 3-5 years of previous experience in a similar position
4. Valid CA driver's license
5. Degree a plus but not required

Work Conditions

Jobsite (Water/Wastewater treatment 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
Chief Plant Operator/ Operations Manager

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.

_____	_____	_____
Employee Name (Printed)	Signature	Date
_____	_____	_____
Supervisor		