

Public Works II / Wastewater Facilities O&M Technician I (Fulltime, non-exempt, represented by SEIU 1021)

Position Objective

To perform a variety of skilled and semi-skilled technical and maintenance work in the operation, maintenance and repair of the wastewater treatment facilities and collection systems and performs a variety of semi-skilled and skilled tasks in the maintenance, repair, operation and improvement of streets, storm drains, parks, public buildings, and related facilities; operates power equipment and trucks; and performs other duties as assigned.

Duties and Responsibilities

The following duties are normal for this position but should not be construed as exclusive or all-inclusive. Other duties may be required and assigned.

MECHANICAL OPERATIONS - Wastewater Plant, Collection System, Disposal System (ARSA)

- Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations.
- Records statistical data concerning plant operations.
- Maintains, operates, repairs and replaces equipment as necessary.
- Operates, maintains, and repairs malfunctions at the wastewater treatment plant and collection systems; repairs gauges, pumps, filters and other controls and equipment.
- Maintains, modifies or repairs instrumentation and control equipment including recorders, flow meters and other water quality monitoring equipment.
- Operates and maintains sewage pump stations and pipelines within the collection systems.
- Operates and maintains ARSA sewer disposal system, including examination, operation and maintenance of pipelines, irrigation fields, reservoirs and associated wastewater disposal facilities. Works with Wastewater Facilities O&M Technician II and Chief of Plant on state-mandated reporting requirements for ARSA system.
- Cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Performs general maintenance and labor activities at the wastewater plant as directed including preventative and emergency maintenance on wastewater pumps and other equipment. Such activities may also include seasonal mowing, weed eating, landscaping, painting, etc.

LABORATORY OPERATIONS

- Charts lab test results for trend analysis and maintains accurate records of analyses and test results.
- Evaluates data and writes reports as required.
- Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state, and federal requirements.
- Gathers and tests wastewater samples for plant efficiency reports as required in accordance with Local, State, and Federal requirements.
- Performs quality control tests on lab equipment and lab analyses.
- Evaluates procedures and results for accuracy and determines appropriate methods.

GENERAL

- Assures that plant operates within required standards.
- May train other operators in acceptable lab methods and procedures to assure accuracy of test results.
- Maintains drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the treatment plant.

- Performs general maintenance and labor activities at the wastewater plant as directed including preventative and emergency maintenance on wastewater pumps and other equipment. Such activities may also include seasonal mowing, weed eating, landscaping, painting, etc.
- Provides back-up to related positions.
- Serves as a member of various employee committees, as assigned.
- Maintains pool, tests chemicals and administers proper pool chemical dosing
- Patches streets using hand and machine tools
- General building maintenance and repairs
- Sprays weeds and brush with chemicals
- Constructs and repairs curbs and gutters by excavating and pneumatic and hand tools, building forms, and pouring and finishing concrete surfaces
- Places traffic control and warning signs and serves as flagman
- Paints and installs street and traffic signs
- Paints street lines, crosswalks and curbs
- Cleans drainage ditches, and culverts
- Cleans and rods sanitary sewers
- Installs and repairs sanitary sewer laterals and mains
- Makes minor repairs and adjustments to maintenance equipment
- Observes and enforces safety precautions, keeps records
- Performs manual labor required to lift, load, and haul equipment and materials
- Performs other related work as required

Essential Knowledge, Skills, and Abilities

Communications:

Must have the ability to actively listen to others for understanding of their needs and situations: ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions. Must be able to read and understand laboratory tests conducted in a wastewater treatment facility.

Decision Making:

Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the City and the Wastewater Department.

Interpersonal Relationships:

Must be consistent in dealing with people; must be sensitive to others problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations, and the public. Must have the ability to work safely.

Professional Attitude:

Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with other; and self-confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work:

Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge:

Must have experience in a wastewater utility. Must have skill in the operation of a variety of lab equipment, generators, pumps, gauges, and other common tools. Must have the ability to perform control calculations.

Physical Abilities:

Must have the ability to read and discern visual images on a variety of media. Must have the ability to operate computer equipment up to long periods of time. Must be able to use a shovel, common hand and power tools, wrenches, detection devices, mobile radio, phone, calculator and a variety of lab equipment.

Desirable Training and Experience

- Grade-I or above Wastewater Operator License issued by the State of California.
- Two years experience in a Wastewater Utility.
- Ability to obtain proper pool operator certification within one year of appointment
- Class C Driver's License.