



## Job Description

### O&M TECHNICIAN 3

Approved: \_\_\_\_\_

  
Greg Baatrup, General Manager

Date 4/28/2015

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, this technical position performs a variety of skilled tasks related to:

- More complex duties related to the operation of the District's wastewater treatment plant.
- Inspection, diagnosis, overhauling and mechanical repair work on motors, pumps, valves and other equipment at the District's wastewater treatment plant, lift stations and collection systems.
- Processing and disposal of the District's wastewater sludge including driving a tractor/trailer, VACTOR, dump truck, CCTV and heavy equipment operation.

#### **DISTINGUISHING CHARACTERISTICS:**

The O&M Technician 3 is a journey-level position that is the third level in the O&M Technician series.

#### **SUPERVISION GIVEN/RECEIVED:**

Receives general supervision from the Operations Manager, Maintenance Manager, or Laboratory Manager.

#### **ESSENTIAL FUNCTIONS including but are not limited to the following:**

- Monitor, read and calculate the flow of sewage through the plant by meters, gauges and usual inspection. Operate pumps and valves to regulate flow and adjust chemical feeding according to established standards.
- Collect samples and make routine chemical and physical tests, monitoring for changing conditions and chemical feed requirements.
- Log test results, meter and feed readings, flow rates, maintenance and other data. Prepare daily and periodic reports on plant operations.
- Prepare reports for submittal to regulators and other agencies.
- Analyze complex data and interprets operations and maintenance manuals.
- Inspect pumps, motors, chemical feeders, level controls and other equipment to ensure proper operations. Make adjustments and emergency repairs on plant equipment as needed. Work closely with technical personnel to correct equipment problems.
- Monitor and adjust operations and makes proper decisions to insure NPDES requirements are being met.
- Make decisions to ensure compliance with facility permits and State and Federal regulations.
- Perform routine plant cleaning and maintenance such as backwashing filter, cleaning lines, hosing filters and basins, disposing sludge, and cleaning sludge beds.
- Perform semi-skilled carpentry and electrical work.
- Load, unload and store materials and supplies including the storage and transfer of chlorine and other hazardous materials.
- Perform maintenance, repair and rebuilding of pumps, air compressors, blowers, air injection systems, valves and disinfection systems.

Job Description  
O&M TECHNICIAN 3

- Perform general building and grounds maintenance including painting structures, equipment and piping, cement work, and pest and weed control.
- Operate front-end loaders, backhoes and graders. Operate tractors/trailers. Operate VACTOR, CCTV and other heavy equipment.
- Perform daily vehicle maintenance and minor repairs of vehicles.
- Perform a variety of chemical and biological qualitative and quantitative tests as required or in conjunction with State permits. Collect samples for analysis. Conduct chemical and biological studies as assigned. Make mathematical calculations and statistical analysis for test results. Prepare glassware and equipment for laboratory use. Maintain and repairs laboratory equipment, fixtures and samplers. Prepare a variety of laboratory data reports. Prepare laboratory supply and equipment order lists.
- May answer phone calls from customers regarding service problems and questions. May serve as central communications, taking and relaying information to and from department personnel on emergency needs and services.
- Inspect buildings and grounds for safety hazards or maintenance needs. Participate in skills and safety training programs. Learn and implement safety policies and procedures.
- Perform other duties as assigned.
- Willingness to work rotating shifts including nights, weekends and overtime as assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

The position requires:

- Sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, making repetitive hand movement and climbing on ladders.
- Both near and far vision when inspecting work and operating assigned equipment.
- Lifting, carrying, and pushing tools, equipment and supplies weighing 50 pounds or more.
- Working in all weather conditions, including wet, hot and cold.
- Working in confined spaces.
- Exposure to fumes or airborne particles and potential exposure to mechanical and electrical hazards.
- Use of power and noise producing tools and equipment.
- Performing duties assigned while wearing respiratory protection equipment.
- Being clean shaven at all times as required to wear respiratory protection equipment.

The risk of injuries and illnesses resulting from working conditions can be mitigated by adherence to the District's safe work practices and procedures. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that provides the skills, knowledge and abilities required for this position. Typical ways to obtain these requirements would be high school graduation or tested equivalent and one or more of the following:

- Two years of experience in a secondary wastewater treatment plant, knowledge of BNR and tertiary treatment, understanding of lift stations and collection systems, SCADA operation and OPS/SYS SQL software.

Job Description  
O&M TECHNICIAN 3

- Specialized course work in the maintenance and repair of mechanical equipment and four years of experience in the skilled mechanical maintenance and repair of industrial plant machinery, engines and equipment.
- Experience in the wastewater industry and ability to read blueprints is preferred.

**License/Certificate:**

Possession of a valid California Class C driver's license and safe driving record and one or more of the following:

- An employee assigned to the Operations Department must possess a minimum of a Grade II Wastewater Plant Operator's Certificate from the California State Water Resources Control Board and will be asked to obtain a minimum of a Grade III Wastewater Plant Operator's Certificate from the California State Water Resources Control Board within three years of date of appointment to this position.
- An employee assigned to the Laboratory must possess a minimum of a California Water Environmental Association Grade II Laboratory Certification.
- An employee assigned to the Maintenance Department must possess a minimum of a California Water Environmental Association Grade II Maintenance Technologist Certification.
- An employee assigned to the Collection System must possess a minimum of a California Water Environmental Association Grade II Collection System Certification.

Employees in this position will be asked to obtain a CDL Class A license with proper tanker, trailer, manual and automatic transmission endorsements within six months of date of appointment to this position.

Failure to possess and maintain the required license(s) and/or certificate(s) may be cause for discipline up to and including termination.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

- Basic mechanical, electrical and hydraulic principles.
- The current principles, practices and regulations related to the treatment process of the wastewater treatment plant, including standard quality tests.
- The operation and maintenance of pumps, motors, valves, metering control systems and chemical feed equipment.
- Safety procedures pertaining to plant operations, including the techniques for handling and store hazardous chemicals.
- Chemistry and mathematics as used in the operations of the plant.
- Methods, materials and equipment used in maintenance and repair of wastewater treatment plant and equipment.
- The hand and power tools used in routine plant maintenance.
- Safety procedures related to mechanical maintenance and repairs.

Job Description  
O&M TECHNICIAN 3

- Operation of tractors/trailers requiring Class A license.
- Safety procedures related to the processing and disposal of wastewater sludge.

**Ability to:**

- Operate, maintain and adjust treatment system equipment.
- Maintain and repair wastewater treatment equipment.
- Diagnose mechanical problems and develop corrective repair procedures.
- Perform welding, metal fabrication and machine tool work.
- Use the tools and equipment required for mechanical maintenance and repair work.
- Perform a variety of chemical and biological laboratory tests.
- Understand and carry out oral and written directions.
- Read and record technical data from meters and gauges.
- Perform basic mathematical calculations accurately.
- Establish and maintain effective working relationships with others.
- Learn to recognize unusual or dangerous operating conditions and make sound judgments within established guidelines.

**Skill to:**

- Perform mathematical calculations common to maintenance and repair work.
- Accurately read and record technical data from meters and gauges.
- Operate a computer.

**Other Skill Preferred:**

- Ability to read blueprints and drawings.

FLSA Status: Non-exempt