



Job Description

O&M TECHNICIAN 1

Approved: _____

Greg Baatrup, General Manager

Date _____

3/7/2016

*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 immediate supervision, this technical position performs a variety of semi-skilled tasks in routine operation and maintenance of the District's wastewater treatment plant, learns the principles and practices of wastewater treatment and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The O&M Technician 1 is the entry and training level class in the O&M Technician series. This position receives on-the-job training and experience while performing routine duties on an assigned shift under continuous and immediate supervision.

SUPERVISION GIVEN/RECEIVED:

Reports to and works under immediate supervision of the Operations Manager, Maintenance Manager, or Laboratory Manager.

ESSENTIAL FUNCTIONS including but are not limited to the following:

Learn and assist in the following duties:

- 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 makes 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.
- Inspect pumps, motors, chemical feeders, level controls and other equipment to ensure proper operation. Make adjustments and emergency repairs on plant equipment as needed. Work closely with technical personnel to correct equipment problems.
- Monitor operations to insure NPDES requirements are being met.
- Perform routine plant cleaning and maintenance such as backwashing filter, cleaning lines, hosing filters and basins, disposing sludge, and cleaning sludge beds.
- Perform routine carpentry and electrical work.
- Load, unload and store materials and supplies including the storage and transfer of chlorine and other hazardous materials.
- Perform general building and grounds maintenance including painting structures, equipment and piping, cement work, and pest and weed control.
- Perform minor repairs of vehicles.
- Make deliveries.

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- 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. A typical way to obtain these requirements would be high school graduation or tested equivalent and enrollment in post secondary wastewater training courses. A license as an Operator-in-Training from the California State Water Resources Control Board is preferred. Another typical way to obtain these requirements would be high school graduation or tested equivalent and two years of building or grounds maintenance experience. Minor vehicle servicing experience is preferred.

License/Certificate:

- Possession of a valid California Class C driver's license and safe driving record.
- An employee assigned to the Operations Department may be asked to obtain an Operator-in-Training Certificate from the California State Water Resources Control Board or California Water Environmental Association Certification within two years of date of appointment to this position as directed by the Director of Operations and Maintenance.
- An employee assigned to the Laboratory will be asked to obtain California Water Environmental Association Grade I Laboratory Certification within two years of date of appointment to this position.

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- An employee assigned to the Collection System will be asked to obtain California Water Environmental Association Grade I Collection System Certification within two years 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:

- Methods, materials and tools used in building maintenance, landscape maintenance, irrigation systems, exterior paving and cement installations.
- Technical and safety practices related to building and grounds maintenance, including safety practices applicable to pest and weed control.
- Basic mathematical principles, including fractions, decimals, proportions and measurements.

Ability to:

- Learn the principles, practices, techniques and regulations pertaining to wastewater plant operations.
- Operate engine driven equipment.
- Operate power tools including chain saws and tractors.
- Perform routine mechanical functions.
- 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:

- Accurately read and record technical data from meters and gauges.
- Operate a computer.

Other Skills Preferred:

- Ability to read blueprints and drawings.
- Valid California Class A driver's license with proper tanker, trailer, manual and automatic transmission endorsements.

FLSA Status: Non-exempt