

Process Control Operator

DEFINITION

Under the general direction of the Operations Manager, to perform routine and technical chemical and bacteriological sampling, testing and quantitative analyses of wastewater, maintains laboratory equipment materials and records, ensures compliance with regulatory sampling protocols, procedures and standard methods. Monitors and provides technical support for the operational processes of the Oro Loma wastewater treatment plant. Ensure compliance with regulatory permits by recommending process control changes while interacting with and obtaining input from the Operations Department.

SUPERVISION EXERCISED

Exercises no supervision. Receives technical and functional direction and training from the Operations Manager.

IMPORTANT AND ESSENTIAL DUTIES

1. Assists in coordinating and scheduling any treatment facility process changes with Operations and other departments.
2. Assists in planning and coordination of the national pollutant discharge elimination system (NPDES) program.
3. Leads weekly Process Control Meetings in accordance with established procedures, regulations, and safety requirements; provides technical recommendations to Operators and the Operations Manager.
4. Provides operators with ongoing technical training and in the use of District reports and SCADA trending.
5. Reviews daily plant records to ensure compliance with established operating conditions and parameters.
6. Collects process control and compliance samples of wastewater, sludge, and related materials.
7. Prepares a wide variety of detailed statistical and other reports regarding laboratory work.
8. Organizes and maintain general and specialized laboratory equipment.
9. Regulates and manages process controls in accordance with the District Process Control Management Plan.

10. Writes new and updates existing Standard Operating Procedures, Operation and Maintenance Manuals, Contingency Plans, and other procedures.
11. Collects data, keeps records, maintains logs using provided software, prepares reports, performs data entry, maintains and creates spreadsheets.
12. Works with operators as needed on pilot studies and bench testing to optimize the processes.
13. Provides Operating Budget input to the Operations Manager.
14. Participates in emergency response.
15. Performs work duties in a safe manner.
16. Performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- District policies and procedures.
- Principles, materials, and equipment used in the operation and routine maintenance of a biological nutrient removal wastewater treatment plant and associated lab activities.
- Intricate laboratory equipment and its uses.
- Safety regulations and practices; emergency response procedures and safety policies; normal operating parameters; and the District Process Control Management Plan.
- Principles and objectives of laboratory analysis to enhance plant process control.
- Basic function of pumps, motors, and metering equipment.
- Programmable logic controllers, supervisory control, and data acquisition systems.
- Modern methods and procedures used in treatment plants and laboratories.
- Microsoft Word, Excel, PowerPoint, and other related software applications.
- Wastewater national pollutant discharge elimination system (NPDES) permit.
- Assist with meeting the District air operating permit requirements.

- Basic safety practices and regulations.

Ability to:

- Plan activities for multiple or individual operators.
- Lead operators in process control.
- Maintain records and prepare reports.
- Maintain technical and regulatory competence.
- Safely perform laboratory analyses with a high level of precision and accuracy.
- Operate laboratory equipment and instrumentation and perform routine laboratory work independently.
- Analyze physical, chemical, and bacteriological problems and devise methods of solutions.
- Communicate effectively verbally and in writing.
- Work with accuracy and attention to detail.
- Operate computer and related software applications.
- Effectively organize and prioritize assigned work.
- Prepare written and verbal reports.
- Facilitate technical meetings with a variety of participants.
- Operate a motor vehicle safely.
- Effectively work in a collaborative organization focused on continuous improvement.
- Establish and maintain a positive customer service attitude and effective working relationships with internal and external customers.
- Work in a professional and respectful manner.
- Demonstrate strong two-way communication skills, including the ability to listen, explain, and facilitate. Demonstrate the ability to ask for and constructively receive input. Offer help without being asked.
- Work with others to solve problems.
- Address coworkers' needs.

- Identify issues and concerns, explore solutions, and implement improvements.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) years of experience as a certified operator in a municipal wastewater treatment plant.

Education / Training:

Equivalent to a High School Diploma or an equivalent certificate or diploma recognized by the State of California.

An Associate's degree in biology, engineering, environmental sciences, or a related discipline is desired.

License or Certificate:

Possession of a California Grade III Wastewater Treatment Plant Operator certificate is required.

Possession of a Class C California driver's license is required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license, compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to walk long distances and climb stairs and ladders. The employee must frequently use hands and fingers to handle or feel, reach with hands and arms, and speak and hear in English. The employee is occasionally required to stand and sit. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 70 pounds. Specific vision abilities this job requires include close vision and the ability to adjust focus.

While performing the duties of this job, the employee regularly works indoors and outdoors near video displays. The employee is exposed to chemicals, fumes, odors, and gases, works at heights, and works with and around machinery with moving parts. The employee is exposed to outside weather conditions, uses a vehicle, and is also assigned to work evenings, nights, and/or weekends. The noise level in the work environment is usually moderate to loud. Safety is a priority when performing all District work tasks.