



BODEGA BAY PUBLIC UTILITY DISTRICT

P.O. BOX 70 • 265 DORAN PARK ROAD • BODEGA BAY, CALIFORNIA 94923 TELEPHONE 707-875-3332
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PLANT OPERATOR IN TRAINING

Definition/Summary

Under close supervision, position is responsible for performing basic plant maintenance and facility maintenance work, while learning plant operations, assignments and skills. As incumbents develop job knowledge and skills, they may begin performing duties and responsibilities characteristic of a Plant Operator I position.

Essential Functions

- Performs a variety of basic maintenance assignments at water and wastewater treatment plants, pumping plants, and associated facilities.
- Learns to operate automatic and manually controlled equipment, motors, valves and pumps used in treatment, purification, and disinfection of water and wastewater treatment.
- Learns to regulate and control the amount of chemicals used to maintain specified water and wastewater treatment requirements.
- Learns to take samples at established times, performing standardized quality control tests, and adjust chemical feeders and other plant equipment according to results.
- Learns to make regular assessments of water and wastewater flow, turbidity pressure, chemical use, residuals, temperatures, and other pertinent data to maintain proper plant operating conditions.
- Observes pumping equipment to identify possible problems and operating difficulties.
- Monitors gauges, meters and control panels to observe variation in operating conditions; reads and records information from gauges, meters and dials.
- Reads water meters, notes irregularities encountered, and does related work.
- Changes chlorine cylinders, using proper safety conditions.
- Backwashes filters.
- Changes recording charts as needed.
- Performs mathematic calculations, computes volumes and percentages using both standard and metric systems.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- Regularly attends and adheres to prescribed work schedule to conduct job responsibilities.

Other Duties

- May operate a vehicle to travel to pumping stations and other facilities for inspection and maintenance work.
- Receives delivered materials, recording shipments and storing items.
- Maintains logs, records, and data systems for required plant reports.
- Responds to emergency repair requests.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Methods, materials, equipment used in basic plant facilities maintenance work.
- Proper work safety standards.

Ability to:

Perform a variety of basic maintenance work at water and wastewater treatment plants, pumping stations, and associated facilities.

- Learn to operate manual and automatic plant control systems.
- Learn to read plant measurement and recording equipment, interpreting results to make proper adjustments to plant operations.
- Use proper safety precautions in working with plant chemicals.
- Learn standard water quality tests.
- Maintain and update plant records and logs.
- Learn to read and interpret plant piping and distribution diagrams.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Pass pre-employment physical and background check.
- Ability to work weekdays, weekends, holidays and standby.

Typical Physical Activities

- Operates District vehicles to travel between District plants and facilities.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during plant maintenance and repair work.
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
4. Noise: Occasionally there are unusually loud noises.
5. Slippery surfaces: Occasional work on unusually slippery surfaces.
6. Oil: Some parts of the body in contact with oil or grease occasionally.
7. Dust: Works in or around areas with minor amounts of dust.
8. Irregular Work Hours: Occasionally required to change working hours, work standby or overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

General Certifications: Possession of an Operator-In-Training Certificate issued by California State Water Resources Control Board, a Grade D1 Water Distribution Operator Certificate issued by California State Water Resources Control Board, a Grade T1 Water Treatment Operator Certificate issued by California Department of Public Health, and a Grade 1 Collection System Maintenance Certificate issued by California Water Environment Association.

Compensation: Starting @ \$30.31 / hr.

Opening Date: December 31, 2024

Closing Date: Open until filled.

Applications and resumes must be received at the District office, 265 Doran Park Road, Bodega Bay, or PO Box 70, Bodega Bay, CA 94923, or email to j.ames@bodegabaypud.com

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Approved: 06/19/24

