

City of South San Francisco
Human Resources Department

Plant Operator I
Class Description

Definition

Under direct supervision learns to perform a variety of semi-skilled and skilled tasks associated with the operation of the water quality control plant and related facilities on an assigned shift; monitors treatment plant operations and responds to alarms; collects samples; assists in the general maintenance and repair of plant equipment and facilities; and performs related work as required.

Distinguishing Characteristics

This class represents the entry level for the Plant Operator series where incumbents may be assigned increasingly responsible duties with the expectation of eventually promoting to the journey level class of Plant Operator II. This class is distinguished from the Plant Operator II by the performance of the more routine tasks and duties assigned to positions. Since the class is typically used as a training class, employees may have limited or no directly related work experience.

Typical and Important Duties

1. Reads meters, gauges, charts, dials and other instruments associated with the monitoring of operations; learns to ensure the proper processing of wastewater to meet local, State and Federal regulations; records pertinent data.
2. Learns to inspect plant equipment and report any failures of operating difficulties; stops and starts equipment as required for repairs; learns to troubleshoot electric system problems and make minor repairs and/or modification adjustments as necessary to insure efficient and effective operation of plant equipment.
3. Performs record keeping functions such as logging plant operations, test results, maintenance work performed and unusual operating conditions; prepares and maintains a verity of records.
4. Cleans, paints, and otherwise reconditions various plant equipment including motors, pumps and filters; assists in lubricating, packing, cleaning, adjusting and making repairs to pumps, motors, and control equipment.
5. Assists in the preventive maintenance and periodic repair of plant equipment.
6. Performs wastewater sample collection; learns to calibrate and utilize a variety of laboratory equipment and perform routine analysis.
7. Responds to in-plant hazardous material spills, leaks and emergencies.
8. Cleans and sweeps plant facilities and performs a variety of unskilled and semi-skilled tasks.
9. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
10. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Basic mechanical principles and practices.
- General methods, materials and equipment used in the operation and maintenance of a water quality control plant facility.
- Basic chemistry.
- Arithmetic calculations.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.
- Appropriate emergency response.
- Confined space entry and rescue requirements.
- English usage, spelling, grammar, and punctuation used in report writing.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.
- Principles and practices of customer service.
- Basic office equipment, methods, procedures, and computer hardware and software.

Ability to:

- Learn to operate and perform minor repair and maintenance duties associated with mechanical water quality control plant equipment.
- Read and record gauges and other instruments and keep accurate records of plant operations.
- Learn to calibrate and accurately operate laboratory equipment in the analysis of water samples.
- Learn to identify and implement process control changes to ensure compliance with local, State and Federal regulations.
- Learn confined space entry procedures.
- Observe proper safety precautions and procedures.
- Take a proactive approach to customer service issues.
- Understand and carry out oral and written directions.
- Work in a safe manner, following City safety practices and procedures; safely handle hazardous materials; identify, correct, and report safety hazards; and administer first aid.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with minimal supervision.
- Communicate effectively in writing and orally, and with others to assimilate, understand and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using tools and instruments properly and safely.
- Operating light power-driven equipment.
- Driving a truck and forklift safely and competently.
- Operating a personal computer and a variety of software applications.

Experience and Training

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

Experience: One year of experience performing duties involving the operation and minor maintenance of mechanical equipment.

Training: Equivalent to graduation from high school.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of or ability to obtain, and maintain an appropriate, valid California driver's license and a satisfactory driving record.
- Employees are designated as operators-in-training upon employment and are expected to obtain and maintain a Grade I Certification as issued by the State Water Resources Control Board by the end of the probationary period.
- Possession of, or ability to obtain and maintain, a Forklift Operator's certification by the end of the probationary period.
- Possession of, or ability to obtain and maintain, a Confined Space Certification by the end of the probationary period.
- Ability to obtain and maintain CPR/First Aid certification.
- Ability to obtain and maintain a Hazardous Materials First Responder Certification by the end of the probationary period.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb stairs and ladders; lift and carry 75 pounds; perform simple and power grasping, pushing, pulling, and fine manipulation; maintain sustained posture for prolonged periods of time; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; smell to distinguish odors.

Work Environment: Work in a standard office, shop, plant or field setting; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, odors, mechanical hazards, electrical hazards, explosive hazards and bio-hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work shifts including weekends, nights, and holidays; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for unusual hours in emergencies.

Approved: September 2013
Revised Date: July 1995, July 1997, September 2002, January 2003, June 2003
Former Titles: Abolished:
Bargaining Unit: Operating Engineers
ADA Review: 1995, 2003, 2013
DOT: No
Physical: Class 2
Status: Classified/Non-exempt
EEOC Category: EF13\EJ7
Job Code: D100

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SWE
5. OME
6. SDE
7. OAE
8. SDE
9. SDE
10. SAE