



City of Fallon

Classification Specification

Water/Wastewater Treatment Operator

GENERAL PURPOSE

Under general supervision of the Deputy Public Works Director (DPWD), the Water/Wastewater Treatment Operator will operate and maintain a 9.7 MGD Arsenic Removal Water Treatment Facility, Well Field, Booster Stations, Elevated Reservoirs, as well as a 2.2 MGD Sequential Batch Reactor (SBR) wastewater treatment facility.

GENERAL STATEMENT OF DUTIES

The duties listed below are examples of the work typically performed by an employee in this classification. An employee may be assigned all duties listed and may be assigned duties that are not listed below.

- Responsible for the daily operations of a technical water/wastewater treatment and distribution process. Under supervision make routine decisions concerning chemical dosage, pump selection. Balances flows to distribution system, reservoirs and maintains system water storage requirements. Must be able to communicate effectively as well as follow written and oral instructions.
- Operates SCADA and PC based computer systems. Calculates flows, chemical dosages, and chemical solutions. Monitors and responds to all aspects of water quality prior to distribution. Maintains pressures, flows, and reservoirs in the distribution system. Responsible for the accurate entry of operational data and reports.
- Troubleshoots problems with chemical treatment, complex instrumentation, mechanical equipment, and microprocessor-based controllers; generates and records work orders as necessary.
- Responsible for safe utilization of hazardous chemicals. Demonstrates proper use of and use proper safety equipment and participates in required safety training and meetings. Correctly wears personal protective equipment for appropriate situations.
- Performs routine process chemical laboratory analyses. Operates and troubleshoots complex chemical analyzers.
- Responsible for laboratory quality control, analysis, and assures accurate result reporting.
- Performs installation, calibration, startup and training of new processes and equipment.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of operations and maintenance.
- Responds to and resolves citizen inquiries and complaints.
- Facility operational hours are 24 hours a day – 7 day a week 365 days a year
- On call assignment, 24 hour standby on a weekly rotation.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability

- Knowledge of equipment, tools, chemicals, cleaning materials, and safe work practices related to the assigned work.
- Knowledge of basic chemistry, chemical mixing and dilution, and hazardous chemical safety.
- Knowledge of applicable safety regulations, occupational hazards, and proper use of personal protective equipment.
- Knowledge of basic computer applications, including Word, Excel, email, Internet, and SCADA systems.
- Ability to operate, maintain, troubleshoot, and calibrate hand and power tools, equipment, instrumentation, and chemical feed systems.
- Ability to enter and maintain accurate operational data in logbooks and databases.
- Ability to learn and operate PLC-based control systems and other technical equipment.
- Ability to read and understand technical and operational manuals.
- Ability to effectively communicate orally and in writing.
- Ability to work effectively independently and as part of a skilled team.
- Ability to maintain clean and safe work areas and properly use cleaning supplies, disinfectants, and janitorial equipment.
- Ability to pass a pre-employment drug screen.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills and abilities may be used to qualify for employment.

- High school diploma or GED
- Two years on the job experience as a water or wastewater treatment operator.
- Mechanical operating abilities, high school, trade/tech school, or college.
- Organizational skills and ability to prioritize
- Ability to work effectively as a team player
- Strong ability to self-motivate as well as take direction
- Current Nevada Division of Environmental Protection Bureau of Safe Drinking Water, Water Treatment Operator Grade T-2, preferably a grade T-4.
- Current Nevada Division of Environmental Protection Wastewater Operator Grade 1, preferably Grade 3.
- NV State issued driver's license or the ability to obtain and maintain a NV State license.

PHYSICAL AND PERCEPTUAL CAPABILITIES REQUIRED

The physical and perceptual capabilities described here are representative of those that an employee typically must possess to successfully perform the essential functions of the job.

- Bend, stoop and kneel, climbing
- Periodically lift and/or carry objects weighing more than 50 pounds
- Perform repetitive hand motions
- Perform repetitive motions with feet
- Repeatedly standing up and sitting down

WORKING CONDITIONS

Work is typically performed under the following conditions.

- Indoor/Outdoor environments.
- Periodic moving back and forth between indoor and outdoor environments.
- Occasional heavy lifting.
- Bending, stooping, squatting, and twisting.
- Working with/without supervision or immediate assistance.
- Noise and distractions from equipment.

FLSA Status : Non-Exempt

Classification : OE3

Grade: 8

Version: 10062026