

**SOUTH BAYSIDE SYSTEM AUTHORITY**  
**Job Description**  
**Jan 2007**

*Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee*

**JOB TITLE: Senior Operator**

**FLSA: Non-Exempt**

**SUMMARY**

Under general direction of an Operations Supervisor, acts as shift leader in an assigned area in the operation and routine maintenance of the wastewater treatment plant and related facilities; serves as shift leader of entire plant in absence of Operations Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.*

- Assists in the coordination, scheduling, and review of the operation and routine preventive maintenance of the wastewater treatment equipment and facilities during an assigned shift.
- Leads operational activities in accordance with established procedures, regulations, and safety requirements; provides functional supervision to subordinate personnel, schedules work on shift.
- Provides subordinate personnel with ongoing technical and safety training.
- Inspects plant equipment and facilities for proper operation; assists in location and troubleshooting plant malfunctions initiates work orders.
- Reviews daily plant records to ensure compliance with established operating conditions and parameters.
- Regulates process controls in accordance with Operations Status Book.
- Reads, records, interprets, and acts on information taken from gauges and other instruments.
- Makes the more complex operating adjustments.
- Prepares oral and written reports.
- Writes new and revises existing Standard Operating Procedures, Operation and Maintenance Manuals, Contingency Plans, and other procedures.
- Orders chemicals; processes and verifies invoices and billing for utilities, chemicals, supplies, and grease.

- Maintains special databases, enters and reviews various data.
- Participates in emergency response.
- Performs duties of Operator.
- Drives motor vehicles on public roadways.
- Safely enters and works in confined spaces and acts as a first responder to confined space rescues.
- First aid responder.
- Performs a variety of other duties as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

South Bayside System Authority policies and procedures.  
 Principles, materials, and equipment used in the operation and routine maintenance of an activated sludge wastewater treatment plant and related pump stations.  
 Safety regulations and practices; emergency response procedures and safety policies Normal operating parameters and guidelines and Operations Status Book parameters.  
 Principles and objectives of laboratory analysis for treatment and process control.  
 Maintenance of pumps, motors, and metering equipment.  
 Programmable logic controllers, supervisory control, and data acquisition systems.  
 Modern office methods and procedures.  
 Office equipment such as computer, printer, fax machine, photocopier.  
 Word processing, spreadsheet and other related software applications.  
 Wastewater NPDES permit and certification regulations.  
 Recycled water treatment, production and Title 22 regulations.

**Ability to:**

Plan and schedule activities for multiple or individual operators.  
 Direct and supervise employees.  
 Perform heavy manual labor.  
 Maintain records and prepare reports.  
 Maintain technical and regulatory competence.  
 Communicate effectively verbally and in writing in English.  
 Work with accuracy and attention to detail.  
 Operate PC and related software applications.  
 Effectively organize and prioritize assigned work.  
 Establish and maintain effective working relationships with other people.  
 Drive and operate motor vehicles including yard goats and fork lifts.  
 Fill out and prioritize work requests.  
 Prepare written and verbal reports.

**EDUCATION and/or EXPERIENCE:**

*Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:*

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

California Grade III SWRCB Wastewater Treatment Plant Operator certificate required.

Valid California Class C Driver's License and an acceptable driving record as defined by the Authority's Driving Eligibility Standards required.

Ability to obtain certificate in CPR and first aid required.

Two years experience as a certified operator in a municipal wastewater treatment plant required.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is regularly required to walk long distances and climb stairs and ladders. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk 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 required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee regularly works in indoor and outdoor conditions and works near video displays. The employee is exposed to chemicals, fumes, odors, and gasses, works at heights, and works with and around machinery having moving parts. The employee is exposed to outside weather conditions, uses a vehicle and is also assigned to work evenings, nights and/or on weekends. The noise level in the work environment is usually moderate to loud.