RESOLUTION - ACTION REQUESTED 2017-30

MEETING: January 24, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve Revision of Sr Plant Operator and Plant Operator Class Specs

RECOMMENDATION AND JUSTIFICATION:
Approve the revision of the Senior Plant Operator and the Plant Operator classification specifications to conform to County Human Resources standards and revise the Plant Operator classification specification to reflect a flex classification of a Plant Operator I/II effective immediately.

Recently, the Board of Supervisors approved classification specifications for the Senior Plant Operator and Plant Operator. For consistency with all other County classification specifications, it is recommended that the Board approve the adoption of the amended classification specifications as revised. Further, it was intended that the Plant Operator be a flex classification of a Plant Operator I/II, however, the classification specification that was recently approved did not reflect this objective. It is recommended that the Board approve the adoption of a Plant Operator I/II flex classification.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
At their meeting of December 6, 2016, the Board of Supervisors approved class specifications for the Senior Plant Operator and Plant Operator.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
A negative action would result in classification specifications that do not conform to the County’s standards. Additionally, by not revising the Plant Operator classification specification to a Plant Operator I/II, the department head would not have the flexibility of promoting an individual who gains knowledge and experience at the lower level.

ATTACHMENTS:
Senior Plant Operator (PDF)
Plant Operator I-II (PDF)
Senior Plant Operator adopted 12-6-2016 (PDF)
Plant Operator adopted 12-6-2016 (PDF)

CAO RECOMMENDATION
Requested Action Recommended
RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Menetrey, Smallcombe, Jones, Long, Cann
SENIOR PLANT OPERATOR

DEFINITION
Plans, coordinate, and oversee the continuous and efficient operation of the treatment plant operations, process, equipment, and maintenance activities of the special districts facilities including all permitted public water systems with designated responsibility to Mariposa County; functions as the Chief Plant Operator; exercises field supervisory authority including scheduling and oversight of the activities of assigned operational and maintenance subordinate staff; and performs related duties and responsibility as required.

DISTINGUISHING CHARACTERISTICS
The Senior Plant Operator is the lead/supervisory level class within the Plant Operator series. Employees within this class are distinguished from the Utility Manager in that the latter classification performs higher level management responsibilities and manages the Plant Operations division. An incumbent at the Senior Plant Operator level receives only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

The Senior Plant Operator is distinguished from the Plant Operator II in that the latter does not exercise supervision over staff and State certification requirements differ between the two classifications.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from a division manager or a higher level management position.

Exercise direct and indirect supervision over assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Depending upon assignment, duties may include, but are not limited to, the following:

Supervise, monitor, and schedule daily and monthly operational and maintenance plant activities.

Record and compile operational and process data for review and submission to Public Works management and regulatory agency officials as required.

Operate, clean, calibrate, and check the operation of all water treatment plant equipment, process control devices, instruments including dissolved oxygen meters, pH probes, etc. on a scheduled and routine basis.

Collect and/or ensure all required analytical process control samples are collected as required by operating permit requirements.

Lead and/or assist with all maintenance and repair projects.

Monitor the wastewater treatment plant and water system treatment processes and recommend changes to improve performance or correct process control issues.
Ensure adherence to all applicable local, state, and federal regulations and guidelines.

Generate reports as required or instructed to meet wastewater treatment plant management needs and regulatory compliance.

Ensure tasks are performed in a safe manner that is compliant with applicable OSHA requirements and County safety programs.

Train staff on procedures related to operations, maintenance, and safety.

Participate in wastewater treatment plant and water systems project upgrade processes.

Assist the Utilities Manager in budget preparation and the ordering of materials and supplies in accordance with department and County policies.

Assist in the development and enforcement of division and department work rules and procedures.

Manage the operation and maintenance of all electronics and communications systems in the wastewater treatment plants and water systems, and keep abreast of changes in technologies; train employees in these technologies.

Act as a lead participant in the area of employee training, mentoring, and succession planning.

Perform related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent federal, state, and local laws, codes, and regulations.

Causes and means to correct malfunctions of a wide variety of equipment and systems.

Operating principles of plant equipment such as valves, pumps, and motors.

Standard principles of the natural sciences including chemistry and biology.

Supervisory practices and principles.

Laboratory analysis techniques and standards for wastewater and/or water treatment.

Safe work practices and operational and safety regulations pertaining to wastewater and/or water treatment plant operations and vehicle and equipment usage.

Sampling methods and techniques.
County of Mariposa
Senior Plant Operator
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Executes a wide variety of maintenance practices including electrical, communications, and electronics, mechanical, and plumbing.

**Ability to:**
Manage multiple projects and assignments at any given time.

Identify potential problems and possible solutions to maintain treatment efficiency without direct supervision.

Effectively supervise employees including hiring, discipline, training, and performance management.

Maintain complete and accurate records that are subject to inspection by regulatory agencies and departmental staff.

Coordinate and represent the department and County regarding annual utility systems site inspections by State Water Board.

Conduct laboratory analyses that meet the regulatory requirements of the Environmental Protection Agency and State Water Board standards at all times.

Operate the wastewater treatment plants and water systems in accordance with all local, state, and federal laws and regulations.

Read and interpret plans and specifications, sketches, and diagrams; read and understand engineering plans, specifications, and drawings with the assistance of department engineering staffs.

Work safely with potentially hazardous chemicals and in potentially hazardous environments, such as confined spaces, in the presence of unknown hazards or diseases while following appropriate safety regulations and policies.

Work effectively, both independently, and as part of a team.

Direct and communicate work with contracted personnel.

Communicate effectively, orally and in writing.

Follow written and oral instructions.

**TYPICAL WORKING CONDITIONS**
Work is performed both indoors and outdoors. Incumbent travels to various work sites throughout the County to inspect and monitor water and wastewater, which requires exposure to traffic and construction hazards, machinery hazards, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors,
solvents, grease/oil, toxic or caustic chemicals, vibration. Worker occasionally works past
normal office hours for meetings and other events.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to perform facilities maintenance duties. Requires the ability to sit and
intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while
performing office duties and/or maintenance work; lift and/or move up to 50 pounds frequently
and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and
controls. Must be able to maintain effective audio-visual discrimination and perception needed
for making observations, communicating with others, reading and writing, and operating office
and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to
communicate through written means, to review information and enter/retrieve data, to see and
read characters on a computer screen.

**MINIMUM QUALIFICATIONS:**
**Education:**
High school or GED equivalency is required.

**Experience:**
Three years of increasingly responsible experience performing wastewater or water treatment
system operation duties.

**Substitution:**
An Associate degree in Environmental Science or a closely related field may substitute for one
year of the required experience. A Bachelor’s degree in Environmental Science or a closely
related field may substitute for two years of the required experience.

**Additional Requirements:**
Possession of a Grade III Wastewater Treatment Plant Operator certificate, a Grade I Water
Treatment Operator (T1) certificate, and a Grade I Water Distribution Operator (DI) certificate
issued by the State of California.

Possession of a valid California driver’s license. Under certain circumstances, the Human
Resources Director may accept a valid driver’s license from another State if applicant
acknowledges the requirement to acquire a California driver’s license within three months of
appointment and by signing an acknowledgement form.

Created: 12/16 (B/S Res. 16-631)
Revised: 01/17 (B/S Res. 17-30)

This class specification lists the major duties and requirements of the job and is not all-
inclusive. Incumbents may be expected to perform job-related duties other than those
contained in this document.
PLANT OPERATOR I/II

DEFINITION
To plan, coordinate, and participate in the safe and sanitary maintenance and operation of County special districts facilities, including water and wastewater systems; to ensure State and County compliance with related laws, regulations and standards; and to perform related duties and responsibilities as required.

DISTINGUISHING CHARACTERISTICS
The Plant Operator I/II is a flexibly-staffed class series. Positions allocated to the I/II level are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority, provided that the incumbent meets the minimum qualifications and demonstrates the ability to independently perform the full scope of the assigned duties.

Incumbents in the Plant Operator I level usually perform most of the duties required of the position at the Plant Operator II level, but are not expected to function with the same amount of knowledge or skill level. Assignments are limited in scope and are performed within a framework of established procedures with close supervision. The Plant Operator II is the journey level classification in the Plant Operator series. Incumbents are expected to complete assignments with minimal supervision and are given increased responsibility and latitude of judgment to complete assignments.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Senior Plant Operator or a higher level management position.

EXAMPLES OF ESSENTIAL FUNCTIONS
Depending upon assignment, duties may include, but are not limited to, the following:

Monitors the various instruments and general mechanical equipment involved in the operation of a water and wastewater treatment plant; takes appropriate action to remedy adverse situations.

Take readings of gauges and temperatures and record readings.

Read meters and gauges and regulate the flow of water and wastewater.

Test the treatment process for dissolved oxygen levels, pH and temperature.

Performs engineering calculations such as determine chemical dosage requirements and pump sizing.

Inspect plant facilities and related areas to ensure proper appearance and to determine maintenance, improvement and repair needs.
Provides advice and recommendations to supervisor regarding facilities; provides technical guidance and direction to employees in maintenance work methods, materials, standards and operations.

Keeps logs and records of water samples and machinery operation.

Ensures adherence to all health and safety standards.

Receives and responds to inquiries, requests for assistance, concerns and complaints regarding plant policies, programs and projects.

Performs related duties as assigned.

**EMPLOYMENT STANDARDS**
*Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the Distinguishing Characteristics defined above.*

**Knowledge of:**
Pertinent federal, state and local laws, regulations, codes and ordinances.

County and department policies and procedures.

Methods, materials, tools and equipment used to monitor and maintain water distribution systems and wastewater collection and treatment facilities.

Operation and maintenance of water distribution systems and wastewater treatment and collection systems.

Monitoring of water and wastewater facilities.

Principles and practices of preventive maintenance.

Recordkeeping and report preparation methods.

English usage, spelling, grammar and punctuation.

Business mathematics.

Safe work practices.

**Ability to:**
Design, prepare, read and interpret plans, sketches and diagrams; read and understand engineering plans, specifications and blueprints, with assistance from engineering division staff.
Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow oral and written instructions independently.

Operate and maintain water and wastewater systems and treatment plant equipment.

Maintain accurate logs and records.

Perform required mathematical computations with accuracy.

Establish and maintain effective working relationships with those contacted in the course of work.

Represent the County effectively in meetings with others.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed both indoors and outdoors. Incumbent travels to various work sites throughout the County to inspect and monitor water and wastewater, which requires exposure to traffic and construction hazards, machinery hazards, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals, vibration. Worker occasionally works past normal office hours for meetings and other events.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the mobility to perform facilities maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or maintenance work; lift and/or move up to 50 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

*Education:*  
High school or GED equivalency is required.

*Experience:*  
Increasingly responsible experience in facilities maintenance or a related field that would provide the required knowledge, skills, and abilities is qualifying.
Additional Requirements:

Plant Operator I
Enrollment in certification-required education courses necessary to sit for the certification exam and the ability to obtain a Grade I Wastewater Treatment Plant Operator certificate or Grade I Water Treatment Operator (T1) certificate within eighteen (18) months of appointment.

Plant Operator II
Possession of a Grade II Wastewater Treatment Plant Operator certificate, a Grade I Water Treatment Operator (T1), and a Grade I Water Distribution Operator (D1) certificate issued by the State of California.

Plant Operator I and II
Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another State if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Created: 12/05 (B/S Res. 05-596)
Revised: 02/06 (B/S Res. 06-73); 12/16 (B/S Res. 16-631); 01/17 (B/S Res. 17-30)