



WATER TREATMENT and SYSTEM OPERATOR

Salary Range: \$5470 - \$7332

San Lorenzo Valley Water District is looking for applicants for the position of Water Treatment and System Operator. Please read the details of the position and how to apply below:

NUMBER of POSITIONS TO FILL: Two (2)

CLOSING DATE: Until filled

SALARY: \$5470 - \$7332 per month depending on qualifications

DEFINITION

Under the general supervision of the Water Treatment and System Supervisor, the Water Treatment and System Operator performs a variety of skilled tasks in the operation and maintenance of water and wastewater systems; and performs other related duties as required.

CLASS CHARACTERISTICS

This is a single position class. The incumbent assists in the monitoring, operation and maintenance of water and wastewater treatment plants; water production, distribution and storage facilities, wastewater collection system and wastewater pump stations. This class is distinguished from Water Treatment and System Supervisor in that the latter class is a supervisory class and has greater responsibility for operations, and exercises greater independence of action and judgment. This class is distinguished from the Field Services series in that incumbents of that series may perform limited monitoring and operation of facilities in a relief or on call capacity, but lack the broader responsibility for monitor and adjusting the system. Incumbent is subject to being assigned after hour, standby duty assignment, and other irregular hours.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES

Essential functions and responsibilities may include, but are not limited to, the following:

- Inspects stream intakes, water production, treatment and storage facilities, and wastewater collection, transmission and treatment facilities.
- Operates, maintains and repairs equipment used in the operation of the water and wastewater treatment systems, including wells, pumps, valves, reservoirs and treatment plants; monitors computer control system, responds to monitors and alarms and determines and takes appropriate action; monitors chlorination process and regulated dosage; monitors and adjusts treatment process and distribution system based on readings from meters, gauges, level indicators and recording charts.
- Monitors and operates pumping facilities, valves and storage reservoirs to regulate water flow and storage utilizing SCADA computer control system.
- Collects water and wastewater samples at various locations, performs routine laboratory analysis and records and reports results; coordinates delivery and shipment of samples sent for outside analysis.
- Performs maintenance on equipment, facilities and grounds.
- Responds to customer inquiries regarding water quality, including color, taste, odor, pressure and lack of water.

- Calculates production, storage, treatment and quality values, maintains records and prepares reports on production, storage, treatment and maintenance.
- May be assigned to assist Field Services staff in the repair and maintenance of water distribution system; may respond to system alarms during standby duty assignment, evenings and weekends.
- When assigned to standby duty assignment may respond to customer service calls, SCADA computer alarms, and monitor and operate water and wastewater systems.
- May be assigned to serve as designated Water Treatment Facility Shift Operator.

QUALIFICATIONS

KNOWLEDGE OF and PERFORMANCE:

- Principles and practices of water treatment and distribution;
- Principles and practices of wastewater collection, treatment and disposal;
- Methods and techniques of water and wastewater sampling and testing;
- Safe working practices necessary in working with hazardous materials and chemicals, and confined spaces;
- Principles and practices of electronics and electrical systems used in water and wastewater treatment equipment and hydraulics;
- Methods and techniques in the maintenance and repair of pumps, valves, pipes, bearings, controls and related equipment;
- Applicable local, federal and state regulations affecting water and wastewater treatment, water quality, water distribution and testing;
- Principles of cross connection control.

ABILITY TO:

- Read, interpret and apply technical material, laws, rules, regulations, policies and procedures, blueprints, diagrams and written correspondence;
- Conduct water and wastewater sampling and testing;
- Monitor, operate and maintain water and wastewater treatment facilities, water production and distribution systems and wastewater collection and disposal systems;
- Provide clear verbal communications and prepare technical reports and memoranda in a well-constructed and concise manner;
- Repair, install and maintain water mains, services valves;
- Perform mathematical computations including basic statistics and analytical formulas;
- Establish and maintain cooperative working relationships with employees, supervisors, regulatory agencies and the public;
- Understand and carry out oral and written instructions;
- Perform call back work as assigned;
- Work independently.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: High school graduation or equivalent is desirable.

EXPERIENCE: Two (2) years as a Field Services Worker II - OR - One (1) year in the operation and maintenance of water and wastewater treatment facilities, including or supplemented by field work in water distribution.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

- A valid California class C driver's license must be maintained at all times.

- Possession of and continued maintenance of a State of California Department of Health Services Water Treatment Certificate Grade T2 and Water Distribution Certificate D1.
- Possession and continued maintenance of a Grade I Waste Water Treatment Operator, certification from the State Water Resources Control Board is highly desirable.

PHYSICAL AND SENSORY REQUIREMENTS

- Sufficient eyesight to read fine plans and standard text and data;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to write legibly and to use construction tools;
- Ability to lift and carry up to forty pounds of equipment and/or materials on a regular basis and one hundred pounds on an occasional basis;
- Ability to perform sustained heavy physical labor involving frequent bending, lifting, pushing pulling and turning;
- Ability to routinely walk on uneven and slippery surfaces;
- Exposure to outdoors, including inclement weather and high noise levels;
- Ability to travel to different sites and locations;
- Ability to reach, bend, stoop, or crouch to perform work.

BENEFITS

This District provides a competitive benefit package, including but not limited to comprehensive Medical, Dental and Vision Insurance, Paid Time Off, Paid Holidays, CalPERS Pension, Life Insurance, Short-Term and Long Term Disability, and more.

APPLICATION REQUIREMENTS

Please submit a completed package consisting of the following:

- District Employment Application (see below)
- Resume
- Letter of Interest
- Supplemental Questions (see below)

You can find the complete package of documents at the following link:

<http://www.slvwd.com/ Employment.htm>

Email to humanresources@slvwd.com, or mail to the following address:

Human Resources
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

CLOSING DATE: Open until filled

APPLICATION FOR EMPLOYMENT

San Lorenzo Valley Water District
13060 Highway 9, Boulder Creek, CA 95006-9119
Phone: 831-338-2153, Fax: 831-338-7986
Website: www.slvwd.com

San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, age, physical or mental disability, medical condition, or sexual orientation.

Title of Position Applying For	Date of Application
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Personal Information

Last Name	First Name	Middle Name		
Address	Street	City	State	Zip
Telephone Number	Email Address			

How did you hear about this position? _____

Do you have a valid California Driver's License? Yes No

License Number	Type of License	Expiration Date
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Desired Salary: _____ Date Available: _____

Do you need reasonable accommodations to take a written test or interview? Yes No

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? Yes

No May we contact your present employer? Yes No

May we contact your former employers? Yes No

Have you previously applied for employment with the District? Yes No

Have you ever been terminated or asked to resign from a position? Yes No

If yes, please explain: _____

Have you ever been employed at the District? Yes No

No If yes, please explain: _____

Education and Training

Did you graduate from High School?

Yes No

If not, do you possess a GED or equivalent?

Yes

No Please list any degrees, certificates, and licenses below:

Employment History

Please describe your work experience in detail, beginning with your current or most recent position. If needed, attach additional sheets using the same format as on this application.

Exact Job Title	Dates of Employment	Hrs. per Week
Name of Employer	Address of Employer (include city and state)	Phone Number
Name of Supervisor	Number of Employees You Supervised (if applicable)	
Reason for Leaving		

Exact Job Title	Dates of Employment	Hrs. per Week
Name of Employer	Address of Employer (include city and state)	Phone Number
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Name of Employer	Address of Employer (include city and state)	Phone Number
Name of Supervisor	Number of Employees You Supervised (if applicable)	
Reason for Leaving		

References

Please list at least three professional references.

Name of First Reference		Job Title
Relationship	Phone Number	Email Address

Name of Second Reference		Job Title
Relationship	Phone Number	Email Address

Name of Third Reference		Job Title
Relationship	Phone Number	Email Address

Applicant's Statement

I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. I also agree that the District may verify past employment and educational attainments and may contact my present employer after approval has been granted.

Signature: _____

Date: _

Supplemental Questions: Water Treatment and System Operator

Supplemental Questions are REQUIRED and MUST be submitted with your application in order to be considered for this position. Responses to the questions serve as documentation of each candidates' ability to present information clearly and concisely in writing. Responses must be typed and cannot exceed two (2) single sided electronic 8.5 X 11 inch pages.

Supplemental Questions:

1. Describe your experience in the operation of a surface water treatment plant and/or groundwater treatment facilities. Explain your specific duties.
2. Explain your experience in the collection of bacteriological and chemical samples. Provide examples.
3. Describe safety precautions and procedures you take while working with hazardous chemicals. Include examples.
4. Tell us about your familiarity with the Microsoft Office Suite (Outlook, Excel and Word).