

**RESORT IMPROVEMENT DISTRICT NO. 1**  
**Shelter Cove Sewer and Other Facilities Maintenance District No. 1**

**POLICY TITLE:**                    **Job Description: Water Plant / Wastewater Plant Operator**

**POLICY NUMBER:**            **2325**

**Description:** Under the direction of the Water / Wastewater Superintendent, and the supervision of the Senior Water/Wastewater Operator the Water / Wastewater Plant Operator operates the water and wastewater systems and treatment plants.

**Essential Functions and Duties**

1. Conducts water / wastewater repair and maintenance; participates in electric utility construction, repair and maintenance.
2. Assist in training new employees in methods, equipment and practices used in water / wastewater construction, repair and maintenance.
3. Operates and maintains all utility associated equipment.
4. Assists in the construction and maintenance of District property / facilities.

**Secondary Functions (or ability to learn)**

1. Approved by the General Manager and the Water / Wastewater Superintendent and Power Generation Superintendent, attend training that would qualify all personnel for on-call duties pertaining to the water/ wastewater and electrical departments.
2. Work overtime and take standby and emergency responsibilities on a rotational basis with other field personnel.
3. Skillfully operate equipment used in the maintenance, repair and construction of water / wastewater facilities.
4. Perform a variety of semiskilled work in general construction and maintenance.
5. Perform other duties as assigned.
6. Ability to learn the SCADA system.

**Required Knowledge, Skills, and Abilities**

1. Must have completed high school or its equivalent. Additionally, two years of college course work towards water/wastewater is preferred.
2. Must be computer and network/internet literate.
3. Should have the ability to understand and carry out oral and written direction, and maintain cooperative and professional relations with the public at all times.
4. Should be organized and accurate with a solid understanding of basic English, simple data entry practices and math at a level required for successful job performance.

5. Knowledge of chemistry laboratory procedures is beneficial.

### **Training and Experience**

1. Must possess two (2) years' experience in the operation of water / wastewater treatment equipment and in the construction and/or maintenance of such facilities or similar facilities.

### **Special Requirements**

1. May work odd shifts, weekends or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events and chlorine breaks.
2. Must live within one hour of Shelter Cove / District boundaries.

### **Licenses and Certificates**

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles and the ability to obtain the Class B license, to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards is a condition of continuing employment
2. California Grade 1 Wastewater Treatment Certificate with the ability to attain a Grade 2 license within a year.
3. California Grade 2, Water Treatment and/or Water Distribution certificate.
4. Must acquire basic American Red Cross First Aid/CPR/AED certificates during the initial year of employment.

### **Essential Physical Abilities**

1. Pass a pre-employment medical examination and drug screening.
2. Lift and carry fifty (50) pounds.
3. Perform strenuous manual labor, often in inclement weather.

### **Compensation and Benefits**

1. Full time position.
2. Six-month probationary period for new hires. For incumbent employees attaining the classification, a twelve-month probation related to classification specific

- performance with ability to return to previously held RID#1 classification, and wage rate if applicable, within the defined probationary period if unsuccessful.
3. Fringe benefits package outlined in the RID/IBEW Union MOU; see Exhibit "B-1," Hourly Wage Schedule.