



# Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Treatment Process Control Specialist I/II
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## **GENERAL PURPOSE**

Under general supervision (Treatment Process Control Specialist I) to direction (Treatment Process Control Specialist II), performs a wide variety of complex, responsible duties involving the research, investigation, testing, and implementation of processes to improve and enhance the District's water reclamation plant operations and results; and performs related duties as required.

## **DISTINGUISHING CHARACTERISTICS**

Treatment Process Control Specialist I: This is the entry-level classification in the Treatment Process Control Specialist series. Initially under close supervision, incumbents learn to identify and test wastewater reclamation processes. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Treatment Process Control Specialist II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Treatment Process Control Specialist II: This is the fully qualified journey-level classification in the Treatment Process Control Specialist series. Positions at this level are distinguished from the Treatment Process Control Specialist I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive 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.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision (Treatment Process Control Specialist I) or direction (Treatment Process Control Specialist II) from the Director of Water Reclamation. Exercises no direct supervision over staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

*Positions at the Treatment Process Control Specialist I level may perform some of the duties and responsibilities in a learning capacity.*

- Researches and conducts testing of water reclamation plant operational methods, techniques, processes and equipment and provides information regarding their application.
- Provides for the training of plant operations and maintenance personnel in new or revised operational procedures, processes and/or equipment.
- Assists operations staff in operational maintenance or operational process activities as it pertains to process control efficiency.
- Inspects and evaluates water reclamation plant operations for conformance to state and federal regulations and District standards and works with plant staff to optimize plant efficiencies.
- Provides technical assistance and advice to plant operations and maintenance personnel regarding automated maintenance or operations related systems.
- Collaborates with management employees to determine plant operational strategies; designs, develops and coordinates projects to acquire data and make process decisions; contacts consulting firms/equipment vendors to provide staff training.
- Updates or creates written manuals and instructions; assists with providing historically relevant data to District engineering employees and consulting firms; prepares a wide variety technical records, logs and reports.
- Maintains the allocated equipment utilized to perform the duties of the position and submits requests to purchase field testing equipment.
- Represents the Department as needed on the legislative review committee, trade shows, design meetings, and by providing updates on the pipeline.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

*Positions at the Treatment Process Control Specialist I level may exercise some of the knowledge and abilities statements in a learning capacity.*

### Knowledge of:

- Principles, methods and techniques for operating pumps, valves, electric motors, natural gas and diesel engines and electronic, computerized and manual control systems.
- Functions and servicing requirements of the equipment used in a wastewater reclamation facility.
- Principles, methods, practices, safety requirements, and techniques utilized in chemical, bacteriological and biological analyses.
- Methods and techniques of conducting research on new operational methods.
- Principles and practices of process improvement.
- Federal, state and local laws and regulations in assigned areas of responsibility including permitting requirements.
- Methods and techniques of evaluating plant operations to implement new processes or procedures.
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rule of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### Ability to:

- Operate a variety of pumping, treatment and control equipment and machinery, including digital control and advanced control instrumentation equipment.
- Train others in work processes and procedures.
- Accurately read meters, gauges, valve books, blueprints and schematic drawings.
- Read and understand engineering process model data.
- Review and understand construction drawings.
- Make mathematic calculations, including metrics.
- Update and revise standard operating procedures and related manuals for new process changes.
- Prepare records and reports of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Treatment Process Control Specialist I: Three (3) years of progressively responsible operations and maintenance experience in a water reclamation plant.
- Treatment Process Control Specialist II: Five (5) years of progressively responsible operations and maintenance experience in a water reclamation plant, two (2) of which should be in a process evaluation capacity.

Education:

- Treatment Process Control Specialist I/II: Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- Treatment Process Control Specialist I/II: A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Treatment Process Control Specialist I: Possession of a California Wastewater Treatment Operator Grade III Certificate.
- Treatment Process Control Specialist II: Possession of a California Wastewater Treatment Operator Grade IV or V Certificate.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to a plant environment, must possess mobility to work in standard water reclamation plant and related facilities; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces, around machines and to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging weights of up to 50 pounds, or heavier weights in all cases with the use of proper equipment and/or assistance from other staff.

#### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Employees also work in a plant environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may need to wear protective clothing when using chemicals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **FLEX REQUIREMENTS**

Positions in the Treatment Process Control Specialist I/II class series are flexibly staffed; positions at the Treatment Process Control Specialist II level are normally filled by advancement from the Treatment Process Control Specialist I level; progression to the Treatment Process Control Specialist II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Treatment Process Control Specialist II level.

Eastern Municipal Water District  
Job Title: Treatment Process Control Specialist I/II  
Last Update: October 2019

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>October 2, 2019</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Treatment Process Control Specialist I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_