



P. O. Box 702, Colfax, CA 95713

WASTEWATER TREATMENT PLANT OPERATOR I/II

The City of Colfax, California has an immediate opening for Wastewater Plant Operator I/II

SALARY RANGE

Wastewater Treatment Plant Operator I or II

Salary Range: \$46,361-\$79,547/annually

Submissions due by: Tuesday, October 7, 2024 by 4:00 pm

DEFINITION

The successful applicant, under supervision, operates, monitors and maintains all plant equipment and components, including but not limited to; pumps, valves, gearboxes, fans, blowers, aerators, flow controls; reads and interprets meters, gauges and charts; maintains and upgrade mechanical electrical systems.

DISTINGUISHING CHARACTERISTICS

The incumbent performs the duties of the Wastewater Plant Operator I or II which includes conducting regular on-site inspections of plant and system operations making appropriate adjustments to process controls ensuring that operational problems are identified and corrected; ensures that the plant is operating within safety standards established by the City's National Pollutant Discharge Elimination System (NPDES) permit, administered by the Federal Environmental Protection Agency (EPA) and State Water Resources Control Board (SWRCB).

QUALIFICATIONS

Training:

Education and experience needed to obtain a Wastewater Treatment Plant Operator I or II certificate issued by the California State Water Resources Control Board

Experience:

One year relative to the operation and maintenance of the Wastewater Treatment Facility, knowledge of operation and repairs of pumps, AC motors, piping, compressors, plant machinery, electrical controllers and starters.

License and Certificates

- Possession of a valid Wastewater Treatment Plant Operator certificate grade I or II as issued by the California State Water Resources Control Board.
- Possession and maintenance of a valid driver's license.

Ph: (530) 346-2313
Fax: (530) 346-6214

Web: www.colfax-ca.gov
info@colfax-ca.gov



P. O. Box 702, Colfax, CA 95713

ESSENTIAL DUTES

Duties may include, but are not limited to, the following:

- Operate and monitor the operation of the wastewater treatment plant equipment
- Regulate operation of plant equipment.
- Read and record plant instrument and control panel data.
- Perform plant control tests in accordance with prescribed procedures; make adjustments as necessary.
- Maintain and repair plant equipment, make emergency repairs as necessary.
- Collect laboratory samples, perform chemical analysis, and data as specified .
- Maintain operating logs; review logs and other records and recommend or take appropriate action.
- Perform minor building/facility maintenance and repair; perform grounds maintenance.
- Respond to routine inquiries and/or complaints from the public regarding odors, water quality, effluent discharge, etc.
- Build and maintain positive working relationships with co-workers, and the public by using principles of good customer service.
- Perform other duties as assigned.

Knowledge of:

- Basic laboratory techniques and apparatus used in making standard tests.
- Principles and practices of the operation of wastewater treatment plants and routine maintenance of pumps, valves, electric motors, generators and various filters.
- Arithmetic and basic mathematical calculations.
- Modern office procedures, methods and computer equipment.
- Principles and practices of work safety.
- Knowledge of the application of the principles and practices of wastewater treatment processes control.
- Methods, materials, tools and equipment used in wastewater treatment plant operation and maintenance.
- Applicable Federal and State standards and regulations relative to wastewater treatment plant operation.
- Practices and procedures related to wastewater treatment plant and collection system operation and maintenance.



P. O. Box 702, Colfax, CA 95713

Ability to:

- On a continuous basis, know and understand operations and observe safety rules. Intermittently analyze problem treatment processes and/or equipment; identify process and equipment issues; remember equipment and tool location; and explain process or equipment issues to others.
- Intermittently, sit while reading work orders or instructions/ specifications and completing forms or reports; stand, bend, squat, climb, kneel, twist and reach when monitoring equipment or processes, taking samples, conducting laboratory tests or performing equipment maintenance and repair; perform simple and power grasping, pushing, pulling and fine manipulation; visually differentiate between colors used for chemical coding; distinguish color changes; see and hear equipment operation and various alarms/warning systems; and lift very heavy weight. Must be able to pick up 50 lbs. of dead weight.
- Read and interpret schematics, plant diagrams, equipment specifications and operations and technical manuals.
- Act quickly and calmly in emergency situations.
- Obtain information through interviews and dialogue; and deal fairly and courteously with the public.
- Analyze situations quickly and objectively, and determine a proper course of action.
- Be subject to emergency stand-by and call-out.
- Use a computer, calculator, telephone, and photocopy machine.
- Use a tractor, dump truck, light truck and hand and power tools.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Independently operate and monitor the wastewater treatment plant equipment and processes; and make adjustments as necessary within prescribed procedures and criteria.
- Independently perform routine maintenance and repair of plant equipment.
- Independently perform laboratory tests.



P. O. Box 702, Colfax, CA 95713

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. **Environment:** The employee often works in and around the wastewater treatment plant, outside lift stations, and in standard office setting to complete lab and reporting requirements;
2. **Physical:** Primary functions require sufficient physical ability to work in an office setting and in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate amounts of weights; operate assigned equipment and vehicles: verbally communicate to exchange information.
3. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
4. **Hearing:** Hear in the normal audio range with or without correction.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required.

Application Process

This job is open until filled, first review of applications will be August 27, 2024. To be considered for this exceptional career opportunity, submit your application and resume. Please retrieve the application at <https://colfax-ca.gov/government/city-administration/human-resources/> and submit to:

Shanna Stahl
City of Colfax
33 S. Main Street/PO Box 702
Colfax, CA 95713
Email: accounting@colfax-ca.gov
(530) 346-2313

The best-qualified candidates will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Application materials will be screened in relation to the education and experience minimum requirements criteria. Those candidates who are determined to be the most highly qualified for the opportunity, may be invited to participate in the next step of the selection process which will be a panel interview.

Ph: (530) 346-2313
Fax: (530) 346-6214

Web: www.colfax-ca.gov
info@colfax-ca.gov



P. O. Box 702, Colfax, CA 95713

Ph: (530) 346-2313
Fax: (530) 346-6214

Web: www.colfax-ca.gov
info@colfax-ca.gov