

# City of Colfax

Invites applications for

## Wastewater Treatment Plant Operator I/OIT & Operator II



*Colfax has a strong sense of community. We take pride in our highly collaborative emergency services team, the community's robust civil services and vibrant volunteer organizations. Each group serves the community to create an ideal place to live, work and enjoy the beautiful Sierra Foothills.*



## Definition

The successful applicant, under supervision, will perform a variety of routine and skilled technical duties in the continuous operation of the Wastewater Treatment Plant.

## Distinguishing Characteristics

Wastewater Treatment Plant Operator I/OIT - This is the trainee level class in the Wastewater Treatment Plant Operator series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Wastewater Treatment Plant Operator - Grade I class is distinguished from the Grade II level by performance of basic tasks and duties assigned to positions within the series that do not require possession of a Grade II Wastewater Treatment Plant Operator certificate.

Wastewater Treatment Plant Operator II - This is the entry level class in the Wastewater Treatment Plant Operator series. It is distinguished from the lower level by performance of more routine tasks and duties than those assigned to the on-the-job training mode of the lower level, as well as by duties allowed by a Grade II Wastewater Treatment Plant Operator Certificate. Positions in this class are flexibly staffed and are normally filled by advancement from the Grade I level.

## Qualifications

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

**Experience:** Wastewater Treatment Plant Operator I/OIT - No experience is required; some experience in repairing/maintaining mechanical equipment and/or knowledge of mechanical processes is preferred.

Wastewater Treatment Plant Operator II - Two years of experience relative to the operation and maintenance of a Wastewater Treatment Facility, knowledge of operation and repairs of pumps, AC motors, piping, compressors, plant machinery, electrical controllers and starters preferred.

**License and Certificates:**

- Possession or ability to obtain an OIT certificate or Wastewater Treatment Plant Operator certificate Grade I, II or higher, as issued by the California State Water Resources Control Board
- Possession and maintenance of a valid driver's license.

## Ideal Candidate

The ideal candidate is a team player that acts with a high level of integrity to develop relationships through collaboration and respect. The new Wastewater Treatment Plant Operator incumbent will have excellent communications skills with the ability to implement process changes and assist with department goals.

## Essential Duties (may include but not limited to):

- 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.

# Wastewater Treatment Plant Operator I/OIT

## Knowledge of:

- Basic mechanical, electrical, and hydraulic principles, including tools needed in making general repairs and adjustments to motors and pumps.
- Arithmetic calculations.

## Ability To:

- Learn practices and procedures of operating a wastewater treatment plant, including related local, state, and federal regulations.
- On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain job to others.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 40 pounds or less.
- Communicate clearly and concisely, both orally and in writing.
- Keep and maintain written records and reports.
- Establish and maintain effective working relationships with those contacted in the course of work.

# Wastewater Treatment Plant Operator II

## 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.
- 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.

## 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
- Independently perform lab tests
- Perform other duties as assigned

# Compensation

Salary range placement DOE \$45,611.24 - \$70,801.29

## Benefits

The City also offers a generous benefits package including:

- **Health/Dental/Vision** – The city provides a generous contribution to medical, dental, and vision benefits.
- **Opt-Out Benefits** – Those who do not select our medical plan there is an \$400.00 cash-in-lieu of benefit
- **Retirement** – The City participates in the California Public Employees Retirement System (CalPERS) with a 2.5% at 60 formula for Classic Employees. For employees covered under PEPR, the retirement formula is 2% at 62.
- **Vacation** – 10 working days per year (0-5), 15 working days (5+ service years)
- **Holiday** – 13 days per year
- **Sick Leave** – 12 days per year

## 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 a 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 posting is open until filled. To be considered for this exceptional career opportunity, submit your application and resume. Please retrieve the application at <https://colfax-ca.gov/government/city-clerk/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](mailto:accounting@colfax-ca.gov)  
(530) 346-2313

The best-qualified applicants 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.

**Equal Opportunity Employer**