

## PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

### Policy Handbook

**POLICY TITLE: Job Description – Facilities Operator (Ranges A-E)**

**POLICY NUMBER: 2330**

**2330.10** Description. The Facilities Operator is the first level water and wastewater operator for the District. Under the direct supervision of the General Manager, the Operations and Maintenance Manager, or a Systems Operator, the Facilities Operator helps monitor, maintain, operate water and wastewater equipment, facilities, and systems. The Facilities Operator also maintains greenbelts, roads, buildings, and other properties, owned by the District, shares standby and emergency responsibilities with other field personnel and performs other duties as assigned.

The Facilities Operator is expected to perform a variety of unskilled and semiskilled work in general construction and maintenance; perform strenuous manual labor, often in inclement weather, operate a small backhoe, snow removal equipment, and chain saws. The Facilities Operator may be on call during weekends and holidays and may be required to respond to emergencies and work overtime.

There are five ranges for the Facilities Operator position. If the incumbent does not possess a Wastewater Treatment Plant Operator Certification, the incumbent will be designated as an Operator in Training and be expected to work toward Wastewater Treatment Plant Operator certification.

**2330.20** Required Qualifications. The incumbent must be reliable, able to follow direction, work safely, and cooperate with others. The incumbent must have the ability to perform strenuous manual labor, work all hours of the day and work overtime. An incumbent must have the ability to read and write and perform math calculations at a level required for successful job performance. The incumbent must be able use a computer and software to prepare basic data spreadsheets, use perform word processing software, perform Internet research, and utilize email communication.

The incumbent must possess a State of California Driver's License and at least one of the following:

- State Water Resources Control Board (SWRCB) Grade I Wastewater Treatment Plant Operator certificate
- State Water Resources Control Board (SWRCB) D1 Water Distribution Operator certificate
- Department of Health Services (SWRCB) T1 Water Treatment Plant Operator certificate

**2330.30** Desirable Qualifications. It is desirable that an incumbent have any or all of the following:

- Possess-aA valid SWRCB Grade II Wastewater Treatment Plant Operator certificate, a

SWRCB Grade D2 Water Distribution Operator certificate, and/or a SWRCB T2 Water Treatment Plant Operator certificate.

- Knowledge and ability to expertly operate a variety of light and moderately heavy motorized and power construction equipment; and, methods and materials used in water and wastewater facilities construction, maintenance, and repair.
- Ability to collect and analyze water and wastewater operational data.

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