BIO-SOLIDS OPERATOR

DEFINITION
Under general supervision, performs a variety of routine duties in wastewater biosolids handling; maintains and repairs vehicles and equipment; and performs other job related duties as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Operations Supervisor. No supervision of staff is exercised.

CLASS CHARACTERISTICS
This is a single-position class that performs a variety of duties in handling wastewater biosolids. Positions at this level are expected to develop working knowledge of biosolids operations in order to perform the full range of duties involving all types of equipment and machinery within all work areas. Work is usually supervised while in progress and fits an established structure or patterns. Exceptions or changes in procedures are explained in detail as they arise. This classification is distinguished from the Operators by the performance of duties related specifically to handling biosolids.

ESSENTIAL FUNCTION STATEMENTS (Illustrative Only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Hauls, conditions, samples, augers, and pumps all biosolids of the wastewater treatment plant.
- Operates a variety of vehicles, tools, and equipment, including dump trucks, front end loaders, forklifts, sludge conditioning auger, bobcat, tractor, and pickup trucks in a safe and accurate manner.
- Inspects and reviews condition of vehicles and equipment before and after use; performs preventative maintenance of vehicles and equipment, including checking oil and water levels, brakes, and lights, changing tires, and draining air tanks; washes and cleans vehicles; fills and greases vehicles.
- Performs routine maintenance on various equipment and rolling stock.
- Hauls dry solids to landfill or to plant stock pile.
- Maintains and repairs drying bed valves, center drain sand, and decant gates.
- Uses commercial truck scale.
- Operates various size valves.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Operates a variety of hand and power tools and heavy equipment related to work assignment as instructed.
- Maintains accurate records and files of work performed and materials and supplies used.
- Performs other job-related duties as assigned.
**QUALIFICATIONS**

**Knowledge of:**
- Basic biosolids handling principles, practices, vehicles, tools, and equipment.
- Basic principles and practices of wastewater treatment plant operations.
- The operation and minor maintenance of a variety of tools, vehicles, and light and heavy equipment.
- Applicable Federal, State, and local laws, codes, and regulations.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service to the public and Agency staff, in person and over the telephone.

**Ability to:**
- Learn to operate and perform routine maintenance on equipment associated with the biosolids operations.
- Learn and apply safe work practices applicable to bio-solids handling.
- Maintain both manual and automated logs, records, reports, and charts.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Effectively communicate in person, over the telephone, two-way radio, and in writing.
- Use tact and prudence within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Pass Agency physical examination, which may include pre-employment assessment of safe work capacity in comparison to the essential job functions for the position.

**Education and Experience:**
Any combination of experience and education/training that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to the completion of the twelfth grade. Some experience in operating and maintaining light and heavy equipment preferred.

**Licenses and Certifications:**
- Possession of a valid California Motor Vehicle Class B Driver’s license and be insurable with the Agency’s insurance at the standard rate, and continue to meet the established driving standards as a condition of employment for this position.
- Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of valid certificates as a condition of employment for this position.
- Pass the SWRCB Grade I Wastewater Plant Operator Certification exam within 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

**PHYSICAL DEMANDS**
- Standing & Walking - Standing for extended periods of time and/or walking distances (1 or more miles): 15 minutes up to 5 hours per day.
Lifting - Ability to safely lift up to 40 pounds overhead and 70 pounds to waist level; both these requirements include bending at knees to facilitate proper lifting techniques: 1 minute up to 15 minutes per day.

Climbing - Ability to ascend 10 ft. or more up ladder(s), manhole rungs and stairs: 1 minute up to 30 minutes per day.

Pulling - The ability to safely pull, hand over hand, up to 60 pounds attached to a rope (retrieval of equipment from manholes & vaults): 1 minute up to 10 minutes per day.

Manual Dexterity - The ability to perform multiple work activities requiring a significant level of physical and mental coordination, such as calibration of instruments, accurate field measuring; repair of instruments; computer keyboard; writing: 1 hour up to 8 hours per day.

Visual - Acuity for driving long periods; reading literature for long periods; industry warning signs and instruments; reading maps and diagrams, computer screen: 30 minutes up to 8 hours per day.

MRWPCA regulations in accordance with OSHA regulations require the wearer of any self-contained breathing apparatus to be clean-shaven in order to assure a proper facial seal. Must be able to work for long periods in areas where Self-Contained Breathing Apparatus (SCBA) is required.

Ability to don and carry on back a self-contained breathing apparatus weighing up to 45 pounds for extended periods: 0 up to 2 hours per day.

Job requires a good deal of the following activities: reaching, stooping, bending, and squatting: 15 minutes up to 2 hours per day.

Reflexes - Ability to quickly and automatically respond to emergency and safety situations: 1 minute up to 2 hours per day.

Ability to function in confined spaces and/or hazardous environment: 10 minutes up to 8 hours per day.

**ENVIRONMENTAL ELEMENTS**

Wastewater treatment/tertiary plant environment; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals, computer screens, waste and infectious materials; work in or with water and on slippery or uneven surfaces.

**Employee Acknowledgement**

This job description is intended to describe the general nature and work responsibilities of the position. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the agency. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments as required. The job responsibilities of this position may include cross-training in other functions to ensure satisfactory operation.

I have read the above job description, understand its contents and have had an opportunity to discuss with my supervisor. By signing below I agree I understand what is expected of me and can comply with all requirements of this position.

__________________________________________________________________________

Employee Signature                                      Date