



P. O. Box 702, Colfax, CA 95713

CHIEF WASTEWATER TREATMENT PLANT OPERATOR

The City of Colfax, California has an immediate opening for Chief Wastewater Plant Operator

SALARY RANGE

Chief Wastewater Treatment Plant Operator

Salary Range: \$88,237-\$113,035/annually

Submissions due by: Thursday, August 8, 2024 by 4:00 pm

DEFINITION

To perform the work that is required to operate the wastewater treatment plants in accordance with Federal and State regulations; to collect, record, and report all essential system monitoring data; to make minor repairs to plant facilities and equipment; oversee collection system maintenance and operations; and to care for the City's property by performing a high level of equipment, building and grounds maintenance.

DISTINGUISHING CHARACTERISTICS

The incumbent performs the duties of the Chief Wastewater Plant Operator which includes setting process control parameters, carrying out treatment plant operation and maintenance activities of a complex and difficult nature, preparing regulatory agency monitoring reports for the Director of Community Services and City Manager, and exercising supervision over assigned operations, maintenance, and technical personnel.

QUALIFICATIONS

Training:

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

Experience:

Two years of responsible wastewater treatment plant operation experience performing duties similar to a Wastewater Plant Operator.

License and Certificates

- Possession of a valid Wastewater Treatment Plant Operator certificate grade III or higher, 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



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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.



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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.



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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:** Standard office setting with travel to various locations to attend meetings and to perform inspections; the employee often works in and around building and construction sites and in outside weather conditions.
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 8, 2024. To be considered for this exceptional career opportunity, submit your application and resume. Please retrieve the application at www.colfax-ca.gov 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.

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