

TREATMENT PLANT SUPPORT TECHNICIAN

Definition:

Under general direction of the Water Treatment Superintendent, provides administrative support to Water Treatment Plant Operations, Water Quality and Distribution Operations in the areas of regulatory compliance, safety programs and compliance, audits, budgeting and budget administration and general administrative functions.

Distinguishing Characteristics:

This position is a single position class that provides administrative support to Water Quality Treatment Plant Operations, Maintenance, Water Quality and Distribution sections of the Water Quality Division of the Technical Services Department. The incumbent in this position may serve as a lead worker for clerical support staff. The position is distinguished from the Treatment Plant Operator Series by the fact that the incumbent is not required to operate water treatment plants, and it is distinguished from the Clerical Series based upon the requirement to have a working knowledge of Treatment Plant, Distribution and Water Quality Operations.

Examples of Duties:

- Research and prepare final reports pertaining to plant operations and regulatory compliance for the California Department of Public Health-Drinking Water Program;
- prepare correspondence, requisitions, inventory, memoranda and various records;
- review work and assist in preparing performance evaluation of clerical staff;
- instruct and train clerical staff;
- schedule and assign work of clerical staff;
- authorize overtime and review and approve timesheets of clerical staff;
- organize and maintain filing and records retention systems;
- operate a personal computer and other modern office equipment;
- take minutes of meetings;
- receive materials and supplies, verifying quantity and proper storage costs;
- meet and confer with State Health officials on water quality data;
- answer questions associated with water treatment or direct questions to the appropriate personnel;
- schedule meetings, deliveries;
- set-up respiratory protection (Spirometry) exams for Operations staff;
- prepare work schedules;
- prepare timekeeping records;
- compile various Personnel Evaluation, Requisition and Action forms as needed;

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- compile information and required regulatory compliance data for HAZMAT business plan, Process Management Safety Plan (PSM) and Risk Management Prevention Plan (RMPP);
- provide information to the public and other agencies on system operations;
- assist in the preparation, tracking and administration of the annual budget for the Technical Services - Water Quality Division;
- record, log and report operation data, lab results and maintenance performed;
- operate Agency vehicles from one facility to another;
- communicate orally with staff, vendors and other Agency personnel in face-to-face, one-on-one settings and small group settings;
- update operation plans for all water treatment facilities;
- complete monthly and year-end reports on plant flows and distribution metered flows;
- prepare annual water quality report by compiling specific water quality information for State Health Department;
- coordinate with PCWA staff and other appropriate agencies during emergency response situations which are associated with spills into Agency water systems;
- communicate via telephone on a frequent basis on a wide variety of subjects;
- prepare short form contracts for professional services;
- performs related duties as required.

Qualifications:

Knowledge of:

- Methods, processes, materials and equipment used in basic plant operations and maintenance;
- State and Federal health codes pertaining to water;
- State water quality regulations and reporting requirements;
- water treatment plant operational configuration;
- enterprise-wide integrated Purchasing and Financial information system software;
- State water quality reporting requirements;
- water treatment plant operations and procedures;
- proper safety practices in plant operation and maintenance;
- budget preparation and administration;
- training techniques;
- timekeeping and payroll principles;
- modern office methods and equipment;
- basic purchasing and accounting practices;

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- correct grammar, spelling and word usage in a business setting.

Ability to:

- Type at 45 wpm;
- properly understand and interpret SCADA data;
- relay SCADA data as needed to operations personnel;
- use a personal computer for word processing and spreadsheet applications;
- maintain accurate and complete records;
- demonstrate initiative and independent thinking;
- compile information and data to prepare various water treatment reports;
- respond to requests for information from the public, other agencies, and the news media regarding system operations;
- plan, organize, direct and review the work of clerical staff;
- assist in evaluating performance;
- communicate orally in one-on-one and group settings;
- organize and interpret a variety of data pertaining to water treatment plant operations and maintenance;
- compose correspondence, reports, requisitions and budget transfer documentations;
- establish and maintain effective working relations with coworkers, vendors and other agencies;
- work independently;
- follow oral and written instructions;
- read and understand complex regulations, operating instructions and testing processes.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge and abilities listed above. These would normally be acquired by completion of high school and three years of increasingly responsible experience in an office setting. Experience in water treatment operation or maintenance is desirable, but not required.

License/Certificates:

Must obtain a California Water Treatment Operation Certificate, Grade II, within 18 months of appointment to the position. Must possess and maintain a valid California driver's license with an acceptable driving record.