



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WASTEWATER TREATMENT OPERATOR III	33*	G	9.495
WASTEWATER TREATMENT OPERATOR II	32*	G	9.496
WASTEWATER TREATMENT OPERATOR I	31*	G	9.497

SERIES CONCEPT

Wastewater Treatment Operators perform operations and maintenance tasks in wastewater treatment facilities in accordance with local, State and federal regulations affecting the treatment and disposal of sewage and wastewater.

Process and export generated sewage by observing and monitoring all aspects of treatment, pulling samples, performing and analyzing tests, recording and correlating data, adjusting operations accordingly and introducing chemicals into the system as necessary.

Monitor, maintain and repair gravity and force main sewage collection systems including lines, cleanouts, manholes and interceptor, sewage lift stations including wells, pumps (submersible, ejector, centrifugal, diaphragm, positive displacement, and suction), control panels, alarm systems, mains, valves and ventilation systems in-line comminutors, surge tanks, aeration tanks, filter rooms, chlorine contact tanks, export stations, and decant tanks.

Use a wide variety of hand and power tools, and test equipment to perform preventive maintenance and diagnose and repair malfunctions including two-way radios, computers and computer programs, wrenches, drills, saws, power washers, grinders and sanders, compressors, portable generators, vacuum truck, four wheel drive vehicles, loaders, backhoes, snow plows, and snow blowers.

Perform and analyze analytical laboratory tests and record the results using scales, ovens, pH meters, dissolved oxygen meters, vacuum pumps, centrifuge, amp probe, tetrameter, microscope, turbidity meter, spectrometer, imhoff cones, and a distiller to determine the amount of suspended solids in the effluent water, for the monitoring of wastewater operations.

Operate zero discharge industrial wastewater treatment, operation of used fuel recovery, cleaning and re-blending system, domestic potable water supply and treatment for subsequent irrigation

Monitor, maintain and repair the potable water supply system including pumps, motors, compressors, tanks, gauges and controls and sample water according to State and county health regulations.

Maintain working knowledge of OSHA rules and regulations and workplace safety procedures related to wastewater plant operations, including but not limited to confined space entry, lock-out/tag-out, respiratory protection, blood borne pathogens, and hazardous waste handling, storage and disposal.

Maintain the emergency power supply to ensure sewage processing during power failures as required; monitor and test the alarm and dial out systems for proper operation.

Prepare and submit periodic reports of treatment plant activities to the State and federal Environmental Protection Agencies; prepare purchase orders to maintain adequate supplies; monitor special budget accounts

*** Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.**

WASTEWATER TREATMENT OPERATOR III	33	G	9.495
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SERIES CONCEPT (cont'd)

related to the wastewater and water systems, maintain preventive maintenance schedules for plant equipment; maintain required documentation related to hazardous material.

Perform related duties as assigned.

CLASS CONCEPTS

Wastewater Treatment Operator III: Under general supervision, incumbents perform the full range of duties described in the series concept. Positions in this class are responsible for maintaining and renewing all permits required by the Nevada Division of Environmental Protection for recordkeeping and reports, including the Discharge Monitoring Reports required by the permits. In addition, incumbents may supervise lower level personnel on a seasonal basis. Positions in this class are further distinguished from those at the lower levels by functioning at the full journey level and having attained the required Grade III certification.

Wastewater Treatment Operator II: Under general supervision, incumbents independently perform the routine duties described in the series concept; continue to receive training in the more technical duties such as performing lab tests, analyzing results, and introducing chemicals into the system; and complete the required coursework to achieve the Grade III certification by the Nevada Wastewater Environment Association. Incumbents progress to the journey level upon successful completion of all required training, attainment of the Grade III certification and with the recommendation of the appointing authority.

Wastewater Treatment Operator I: Under close supervision, incumbents receive training in performing the duties of the series concept and complete the required coursework for a Grade II, Wastewater Treatment Operator certification. Incumbents progress to the higher level upon successful completion of the training period, attainment of the required certification and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Some positions require Water Treatment Operator, Grade II, certification at the time of appointment and as a condition of continuing employment.
- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.

WASTEWATER TREATMENT OPERATOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, three years of experience in wastewater treatment operation and maintenance, and a Wastewater Treatment Operator, Grade III certification by the Nevada Wastewater Environment Association; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and techniques of operating and maintaining wastewater treatment plants including collection systems and pumps, physical, biological and chemical treatments, odor controls,

WASTEWATER TREATMENT OPERATOR III	33	G	9.495
WASTEWATER TREATMENT OPERATOR II	32	G	9.496
WASTEWATER TREATMENT OPERATOR I	31	G	9.497

Page 3 of 4

MINIMUM QUALIFICATIONS (cont'd)

WASTEWATER TREATMENT OPERATOR III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

plant safety, laboratory procedures, plant monitoring, and data collection; wastewater treatment permit requirements including reports and recordkeeping. **Ability to:** operate and maintain back-up power sources; sample and perform tests of influent and effluent waters; record data and incorporate it to various reports; plan, organize and coordinate the work of others; attain a Wastewater Treatment Operator, Grade III certification; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: practices, materials, tools and equipment used in sewage plant operation and maintenance. **Working knowledge of:** local, State and federal regulations affecting the treatment and disposal of sewage; practices, materials, tools and equipment used in sewage plant operation and maintenance; health regulations affecting potable water supplies. **General knowledge of:** principles and practices of supervision; departmental and State purchasing procedures. **Ability to:** monitor and adjust any part of the system to regulate treatment processes.

WASTEWATER TREATMENT OPERATOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, two years of experience in wastewater treatment operation and maintenance, and a Wastewater Treatment Operator, Grade II certification issued by the Nevada Wastewater Environment Association; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: practices, materials, tools and equipment used in sewage plant operation and maintenance; physical, biological and chemical aspects of wastewater treatment. **Ability to:** read and comprehend administrative policy, regulatory laws and procedures, safety and equipment publications, blueprints and schematic drawings; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies related to operating and maintaining wastewater treatment plants, including data collection and monitoring. **Ability to:** attain a Wastewater Treatment Operator, Grade III certification.

WASTEWATER TREATMENT OPERATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in wastewater treatment plant operation and maintenance and a Wastewater Treatment Operator, Grade I certification issued by the Nevada Wastewater Environment Association. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: practices, materials, tools and equipment used in sewage plant operation and maintenance; physical, biological and chemical aspects of wastewater treatment; principles of operating and maintaining wastewater treatment plants; health and environmental rules and regulations affecting the treatment and disposal of sewage; recordkeeping and reporting requirements of sewage treatment. **Ability to:** perform basic mathematic computations. **Skill in:** the use of hand and power tools and hoists.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: principles of operating and maintaining wastewater treatment plants; health and environmental rules and regulations affecting the treatment and disposal of sewage; recordkeeping and

WASTEWATER TREATMENT OPERATOR III	33	G	9.495
WASTEWATER TREATMENT OPERATOR II	32	G	9.496
WASTEWATER TREATMENT OPERATOR I	31	G	9.497

Page 4 of 4

MINIMUM QUALIFICATIONS (cont'd)

WASTEWATER TREATMENT OPERATOR I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

reporting requirements of sewage treatment. **Ability to:** attain a Wastewater Treatment Operator, Grade II certification.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>9.495</u>	<u>9.496</u>	<u>9.497</u>
ESTABLISHED:	8/25/77	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC
REVISED:	6/12/81R 9/11/81PC		
REVISED:	12/19/85-12		
REVISED:	7/1/87P 10/17/86PC		
REVISED:	8/19/88-3		
REVISED:	7/1/91P 11/29/90PC		
REVISED:	6/27/03PC	6/27/03PC	6/27/03PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG