

## Wastewater Operations Specialist

FLSA Status: Covered  
Bargaining Unit: District Council of Trade Unions (DCTU)

### General Summary

Positions in this broad class perform a variety of specialized technical tasks in support of operations and management, utilizing facility monitoring, reporting and control systems.

### Wastewater Operations Specialist - 30000163

#### Distinguishing Characteristics

This is a single level class requiring Wastewater Operational capacity, processes and technical knowledge of data analysis, reporting, and computer systems. Work involves the assembly of data from shift reports of operations in each major section of the treatment plant, the processing of that data into longer term reports for regulatory agencies or administrative purposes, and monitoring the data to detect trends which will affect plant operations.

#### Typical Duties/Examples of Work

1. Create and utilize computer spreadsheets to analyze and monitor data for plant management, operation and State and Federal permit requirements.
2. Assembles and records data for regulatory operations reporting; distributes copies to state and local agencies and management; prepares Environmental Protection Agency monthly reports, synopsis of monthly operations activities, and quarterly sludge reports from information on monthly operations reports.
3. Configures and maintains workstations and servers; creates, maintains and modifies user interfaces; creates and modifies databases.
4. Completes special studies, surveys and reports upon request by other Branch or Bureau Division, regulatory agencies or other interested parties.
5. Maintains records of chemical inventory, monitors chemical costs and efficiency, orders chemicals on request of Operations Division supervisors. Monitors utility costs and consumption and reports data monthly.
6. Programs computer based controls and monitoring systems including network control equipment; requests control system maintenance with the Maintenance Division Electrical/Instrumentation group.

7. Carries out special projects pertaining to wastewater plant operation, monitoring and chemical and equipment testing as required.
8. Provides process analysis information to a wide variety of users; offers interpretations and explanations; creates and utilizes databases; monitors and generates reports.
9. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: wastewater treatment technology, process control, computer and control systems; computer applications including spreadsheets programs and applications, databases, and specialized analysis/monitoring/control systems; wastewater treatment facility maintenance management systems; process performance parameters, facility design statistics and control system logic, strategies and setpoints; Wastewater Treatment standard process tests, laboratory analysis, laboratory sampling, analytical and data management procedures; mathematics including algebra and geometry

Ability to: maintain databases; maintain currency in regulatory requirements and computer applications; establish and maintain effective working relationships with co-workers; work constructively in a team

Skill in: data analysis and interpretation; oral and written communications, including report writing; data analysis troubleshooting; organizing, preparing and maintaining accurate records and reports; reading and understanding complex technical information; use of PC based computer equipment instrumentation, control and PLC based controllers.

**Special Requirements**

Valid driver's license.

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:  
1815 WasteWater Operations Spec Adopted: 05-18-82  
Revised: 09-05-91, 03-04-92 05-25-95

June 2009 - Change Job Class number from 1815 to 30000163, due to system change.

**Working Conditions**

Work in this class is typically performed in an office environment, with some work performed in a plant environment.