

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Water and Sewage Plant Operator	
		Division and/or Subdivision Southern Region-Riverside Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Bautista Conservation Camp	
		Class Title of Position Water and Sewage Plant Operator	
		Position Number 542-330-6191-001	
		Effective Date 9/1/2020	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>Under the general direction of the Assistant Chief – Bautista Camp, the Water and Sewage Plant Operator performs a variety of skilled work in the inspection, maintenance, and repair of water treatment, water, sewer, heating, boiler, air conditioning, ventilation, lighting, refrigeration, power, and other mechanical systems normally found in a state conservation camp facility; work closely with Region Headquarters Technical Services on facility maintenance problems and code requirements along with various control agencies that regulate operation of the camp; instruct or lead inmates, wards, or resident workers in facility maintenance while maintaining the safety of persons and property. This individual is expected to implement, adhere to and enforce all CAL FIRE and Riverside County Fire policies and procedures. Incumbent shall maintain all required licenses and certifications.</p> <p>DUTIES</p> <p>*Responsible for the operation, inspection, maintenance, and repair of water and/or waste water systems per California Code of Regulation Title 22 and 23, including piping, pumps, ponds, leach fields, and storage used in conjunction with water and sewer systems. *Performs daily tests of potable water and leach fields in various stages of treatment analysis. *Prepares and submits to State Department of Health Services (DHS) and/or State Water Quality Control Board, all required water quality tests and determines necessary changes in dosage and treatment processes. *Performs the maintenance and upkeep of equipment and related facilities. *Adjusts, maintains, calibrates and repairs mechanical equipment such as pumps, chlorinators, gas engines, and metering devices. *Monitors and directs the pumping of septic lines, storm drains, hydrants, water valves, and continually monitors cross connections per Title 17. *Repairs and maintains all types of motors and engines used to power pumps, compressors, and fans. Operates and directs the operation of other related mechanical equipment.</p>		
10%	<p>*Supervises two or more inmates conducting camp maintenance. *Provides training, daily supervision and instruction in the maintenance of water and/or waste water treatment plants, water and sewage distribution lines, HVAC, boilers, interior/exterior painting, laundry and culinary equipment, electrical and mechanical systems. *Assumes custody of incarcerated individuals assigned to facility maintenance.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Possession of a valid Class B Driver's license with air brakes and passenger endorsements are desired. A T-2 Water Treatment Certification and a D-1 Water Distribution Certification are required prior to appointment. Maintains the Arduous Fitness Standard in accordance with Department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such CAL/OSHA requires the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment. May be required to work nights, weekends or holidays in support of emergency incidents. Must complete a Live scan prior to appointment and periodically during the course of employment per PREA.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory			
Initials and date			

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%	*Performs general building maintenance and repair.
5%	*Inspects, maintains, and repairs water filters, softeners, piping, and pumps used in conjunction with water distribution, including all sinks and toilets, supply lines, sewer lines, and water lines.
5%	*Inspects, maintains, and repairs all electrical and gas appliances and small equipment.
5%	*Prepares and processes a variety of purchase documents to order and maintain an adequate supply of parts, tools, and supplies necessary to maintain the facilities of a conservation camp.
5%	*Inspects, maintain, and repairs all natural and manufactured gas distribution lines and manufacturing systems, including all valves and control devices.
5%	*Inspects, maintains, and repairs all heating, cooling, ventilation, and conditioning systems, including control systems for air balance humid state and solid state electronic motor control amplifiers.
5%	*Inspects, maintains, and repairs single phase and multi-phase electrical circuits up to 220 volts and emergency generators
5%	*At times during fire season, will be called upon to perform as a relief driver, which requires the person holding the position to possess a valid Class B driver's license with air brakes and passenger endorsements. *Will be called upon to purchase food or prepared meals for fire crews assigned to incidents.
5%	Other duties as required

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