

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Water & Sewer Plant Operator	
		Division and/or Subdivision Puerta La Cruz Camp	
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 San Diego Unit (MVU)	
		Class Title of Position Water & Sewer Plant Operator	
		Position Number 542-336-6191-001	
		Effective Date 05/01/2020	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the general supervision of the Camp Assistant Chief (AC), the Water & Sewer Plant Operator (WASPO) will be delegated the responsibility of maintenance and oversight of facility systems including, but not limited to; water, sewage, lighting, heating, cooling and other systems and general "plant" maintenance. Duties include but are not limited to:		
20%	*Supervision of a crew of 5 to 10 inmates performing daily tasks associated with maintenance, facility repair, grounds keeping/landscaping, carpentry and miscellaneous duties.		
20%	*Maintenance and repair of storage facilities and distribution systems including lighting, heating and air-conditioning (HVAC).		
10%	*Operation, inspection, maintenance and repairs of all water and/or wastewater systems per California Code of Regulations Title 22 and Title 23, including piping, pumps, ponds, spray fields, leach fields and storage used in conjunction with water and sewer systems. *Daily test conducted on water and sewage in various stages of treatment.		
10%	*Daily, monthly, quarterly and annual monitoring and reporting of wastewater perimeters as required by the regional Water Quality Control Board. * Daily, monthly, quarterly and annual monitoring and reporting of raw and finished drinking water quality parameters as stipulated by the Department of Health Services, Office of Drinking Water Quality.		
	*Minor construction of camp facilities. Purchase goods and services for state business operations utilizing Fi\$Cal. Other duties as assigned.		
	*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.		
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: It is desirable for candidate to have a valid grade 3 or higher waste water operator certificate and a grade 1 or higher water distribution operator certificate (not a water treatment cert). May be required to work nights, weekends or holidays in support of emergency incidents. 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 subject to working nights, weekends, and holidays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only <input type="checkbox"/> Posted to Directory _____ Initials and date			