

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Water &amp; Sewage Plant Operator</b>	
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.		Division and/or Subdivision <b>Sonoma-Lake-Napa Unit - Delta Conservation Camp</b>	
		Location of Headquarters <b>1199 Big Tree Road, St. Helena, CA 94574</b>	
		Class Title of Position <b>Water &amp; Sewage Plant Operator</b>	
		Position Number <b>542-138-6191-001</b>	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	<p>Under the general direction of the Division Chief, Delta Camp Operations, the Water and Sewage Plant Operator will either personally perform the following duties and/or supervise inmate labor to perform the following duties:</p> <p>*Personally has the responsibility to operate, inspect, maintain, and repair all water and/or wastewater treatment 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. *Performs daily tests of water and sewage in various stages of treatment and personally makes the analyses. *Prepares and submits all required water quality monitoring documentation to the California State Water Resources Control Board (SWRCB). Interprets water quality tests and determines necessary changes in dosage and treatment processes.</p> <p>*Performs the maintenance and upkeep of equipment and related facilities. *Adjusts and repairs mechanical equipment such as pumps, chlorinators, gas engines and metering devices. Monitors and directs the pumping of septic tanks and grease traps. *Maintains manholes, water and sewer pipelines, 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 related equipment at incinerators and other mechanical equipment.</p>		
10%	<p>*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.</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>		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: <a href="#">See page 3.</a>			
"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 _____			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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10%	*Supervises two or more inmates. *Provides training, daily supervision and instruction in the maintenance of water and/or wastewater treatment plants, water and sewer distribution line, HVAC, boilers, interior and exterior painting, laundry and culinary equipment, and electrical and mechanical systems. *Assumes custody of incarcerated individuals assigned to facility maintenance. Performs general building preventive maintenance and repair.
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10%	Inspects, maintains, and repairs all electrical and gas appliances and small equipment. Inspects, maintains, and repairs single phase and multiphase electrical circuits up to 220 volts, including emergency generators. Inspects, maintains, and repairs boiler and steam generator plant.
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5%	Inspects, maintains, and repairs water filters, water softeners, piping and pumps used in conjunction with water distribution, including all sinks and toilet bowls, supply lines, sewer lines and water lines.
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5%	Inspects, maintains, and repairs all natural and manufactured gas distribution lines and manufacturing systems, including all valves and control devices.
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5%	Inspects, maintains, and repairs all heating, ventilation, and air conditioning systems, including control systems for air balances, humidistats and solid state electronic motor control amplifiers.
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5%	Other duties as required.
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Job qualifications and/or conditions of employment: [See page 3.](#)

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Personnel use only

☐ 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.

The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill test.

**Positions located at a Camp or requiring the supervision of inmates requires compliance with the Prison Rape Elimination Act. Compliance is determined by completing a Live Scan prior to appointment and during the course of employment to verify the standards of the Code of Federal Regulations Part 115 Prison Rape Elimination Act National Standards are met.**

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Job qualifications and/or conditions of employment: **Incumbent will need to possess valid Water Distribution Operator (Grade I or II), Wastewater Treatment Plant Operator (Grade I or II), and Water Treatment Operator (Grade I or II) certificates. Incumbent may be required to work 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

☐ Posted to Directory

Initials and Date