



BODEGA BAY PUBLIC UTILITY DISTRICT

P.O. BOX 70 • 265 DORAN PARK ROAD • BODEGA BAY, CALIFORNIA 94923 TELEPHONE 707-875-3332

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PLANT OPERATOR II

Definition/Summary

Under general supervision, positions in the Water & Wastewater Operator II classification perform a variety of operation, maintenance, and inspection assignments, maintain, repair, and modify equipment; read and interpret charts and meter readings; maintain chemical inventories, perform basic sample collection and laboratory testing, and check operations and monitor equipment for proper functioning of facilities.

Essential Functions

- Operates automatic and manually controlled equipment, motors, and pumps used in the treatment, purification, and disinfection of water.
- Monitors the operations of District water and wastewater facilities for proper and safe functioning.
- Monitors computerized radio telemetry alarm system, and plant SCADA systems.
- Regulates and controls the amount of chemicals used to maintain specified water and wastewater treatment requirements.
- Regularly tests operating and auxiliary equipment.
- Collects samples at established times; performs standardized quality control tests, and adjust chemical feeders and other plant equipment according to results.
- Operates valves and controls to feed chlorine and other chemicals into the systems, according to flows.
- Makes necessary system adjustments to maintain proper operating conditions.
- Takes meter and chart readings and interprets information to determine the proper operation of treatment equipment and water conditions.
- Inspects pumps, motors, valves, filters, meters, and related plant equipment, performing preventive maintenance and repairs.
- Observes pumping equipment to identify possible problems and operating difficulties.
- Logs readings from meters, gauges, and recording charts and interprets information.
- Performs a variety of maintenance and repair work on plant facilities, equipment, and plant grounds.
- Backwashes filters.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.

- Regularly attends and adheres to prescribed work schedule to conduct job responsibilities.
- Work as a Chief Plant Operator as assigned by the General Manager, and perform duties and responsibilities as specified with the California State Water Resources Control Board.

Other Duties

- Change recording charts as needed.
- May input data into a computer system and generate plant operations reports.
- May operate a vehicle to travel to pumping stations and other facilities for inspection and maintenance work.
- Receives delivered materials, recording shipments and storing items.
- Performs “standby” and emergency work assignments.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Methods, materials, procedures and equipment used in water and wastewater plant operations and maintenance work.
- Water treatment methods, principles, and practices.
- Laws codes, rules, and regulations pertaining to wastewater treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Operation and maintenance of pumping equipment.
- Sample collection and basic laboratory procedures.
- Plant measurement and recording equipment.
- Proper work safety standards.

Ability To:

- Perform a variety of operations and maintenance assignments at a water and wastewater treatment plant.
- Operate automatic plant control systems.
- Diagnose and correct a variety of operating problems.
- Read plant measurement and recording equipment, interpreting results to make adjustments to plant operations.
- Use proper safety precautions in working with plant chemicals.
- Perform standard water quality tests.
- Maintain and update plant records and logs.
- Read and interpret plant piping and distribution diagrams.
- Ability to work weekdays, weekends, holidays and standby.
- Pass pre-employment physical and background check.

Typical Physical Activities

- Operates District vehicles to travel between District plants and facilities.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during plant maintenance and repair work.
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
4. Noise: Occasionally there are unusually loud noises.
5. Slippery surfaces: Occasional work on unusually slippery surfaces.
6. Oil: Some parts of the body in contact with oil or grease occasionally.
7. Dust: Works in or around areas with minor amounts of dust.
8. Irregular or extended work hours: Occasionally required to change working hours, work standby or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Completion of basic education training in office skills.

Experience: Two years of responsible work experience in the operation, maintenance, and repair of water and/or wastewater treatment plants and associated facilities.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical ability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

General Certifications: Possession of a Grade III Wastewater Treatment Plant Operator Certificate issued by California State Water Resources Control Board, a Grade D2 Water Distribution Operator Certificate issued by California State Water Resources Control Board, a Grade T2 Water Treatment Operator Certificate issued by California Department of Public Health, and a Grade I Collection System Maintenance Certificate issued by California Water Environment Associates. Must possess and maintain the appropriate certification as required by the California Department of Public Health and the California State Water Resources Control Board.

Compensation: \$41.42 - \$49.77 DOE

Opening Date: 07/07/2026

Closing Date: Open until filled.

Applications and resumes must be received at the District office, 265 Doran Park Road, Bodega Bay, or PO Box 70, Bodega Bay, CA 94923, or email to j.ames@bodegabaypud.com

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Approved: 07/17/24