

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: PART-TIME WATER RECLAMATION TRUCK DRIVER

DATE: 11/1/11

JOB CODE: 91796

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: PART-TIME

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under supervision, to assist and participate in the operation and maintenance of a variety of equipment utilized in the treatment of wastewater including participation in the monitoring and control of process adjustments, computer equipment use, chemical additions, solids handling equipment, operation of diesel tractor and trailer equipment, and to perform other related work as required. An employee in this class has a dual working role, first, as a qualified truck driver capable of transporting bio-solids as requested and secondly, performing operator and/or mechanic tasks as assigned.

DISTINGUISHING CHARACTERISTICS

The class of Part-Time Water Reclamation Truck Driver is an entry level position in the Water Reclamation Series and is assigned to the Operations or Mechanical sections of the Water Reclamation (WR) Division. Supervision is received from the WR Plant Supervisor, WR Process Control Supervisor, WR Lead Operator, WR RIX Supervisor, WR Mechanical Maintenance Supervisor, and/or RIX Mechanical Maintenance Supervisor. Incumbents perform the more routine tasks and duties and must be thoroughly familiar with environmental regulations and the variety of equipment utilized in the treatment of sewage, the drying of sludge, and the transport of biosolids. In the course of duties, incumbents are expected to increasingly develop a breadth and depth of knowledge of environmental regulations and skill that leads to full proficiency in the operating/maintaining of a wastewater reclamation plant. As knowledge and skill is gained through on-the-job experience, certifications, and demonstration of satisfactory proficiency, incumbents in this class may reasonably expect to be placed on an eligibility list for advanced positions at Water Reclamation facilities.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Follow all established safety and departmental policies and procedures;

- Operate dump truck, diesel tractor with trailer, and other heavy equipment as required including performing of scheduled field inspections and field maintenance;
- Maintain vehicle operating and biosolids hauling records;
- Identify equipment malfunctions and advise supervisor;
- Conduct minor equipment preventive maintenance as directed;
- Conduct clean-up activities to include flushing pumps, cleaning process tanks, and general plant clean-up as directed;
- Receive training and assist in making routine inspections of plant equipment and reading meters and gauges;
- Receive training and assist in regulating and adjusting equipment including positive displacement and centrifugal pumps, blowers, valves, motors, and sludge dewatering equipment such as belt presses and centrifuges;
- Receive training and assist in the operation of the Septic and SARI receiving stations located at the Water Reclamation Plant;
- Assist in sample collection through the use of manual and automatic equipment and deliver samples to laboratory;
- Assist in the routine chemical test performance on raw or treated waste water and conduct field tests on Septic and SARI waste discharged at the Water Reclamation Plant;
- Respond to emergency situations during off hours as required;
- Work effectively with others; and
- Operate Department vehicles.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Verbal English to understand and be understood; written English to communicate in writing at a simple level;
- Basic mathematics, chemistry and computer;
- Appropriate safety precautions and procedures;
- Applicable codes and regulations;
- Basic record keeping, documentation, and practices;
- Safe and lawful commercial vehicle operation.

Ability to:

- Work in confined spaces;

- Work in an environment of wastewater treatment;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions; read and write at a level sufficient for job success; write legibly;
- Establish and maintain effective relationships with those contacted in the course of work;
- Keep accurate records;
- Lift up to 75 pounds in normal duties;
- Recognize, report and/or correct unsafe working conditions;
- Respond to call-out or emergencies as required; handle emergency situations as directed;
- Be physically capable of entering permit required confined spaces and wearing Self Contained Breathing Apparatus (SCBA) equipment;
- Operate an atmospheric tester for entry into confined spaces;
- Wear protective respiratory equipment to include SCBA and personal escape respirator;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education and Experience:

High School graduation or G.E.D. equivalent and two (2) years of experience driving a diesel tractor and trailer and performing operational inspections and scheduled maintenance.

And

Certificates: Must possess and maintain a valid California Class "A" commercial driver's license and valid medical examiner's certificate appropriate for the equipment to be operated. For out-of-state applicants, a valid driver's license is required, and a valid California Class "A" commercial driver's license is required within ten (10) days after appointment (CA Vehicle Code 12505c).

NECESSARY SPECIAL REQUIREMENTS

Must be able to respond to call-outs or emergencies including being on-call.

Must be clean shaven or have trimmed facial hair in order to properly use personal respirators and SCBA equipment. Must pass a respirator medical exam and be physically able to wear SCBA equipment. Must be able to work in enclosed spaces while wearing protective clothing and under extreme temperatures and hazardous environment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals and infectious disease. There is frequent need to stand, sit, stoop, walk and perform other similar actions during the course of the

workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in the field in varying weather conditions, lift up to 75 pounds in normal duties, and work under moderate to high stress conditions. Must be able to see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Part-Time Water Reclamation Truck Driver

To: Water Reclamation Truck Driver
Water Reclamation Operator
Water Reclamation Plant Mechanic I

Job Description:

BOWC Approved: 11/1/2011

Testing Standards: Open/City Promo/CS Oral:
CSB Approved:

02/23/1999