

Spalding Community Services District

EMPLOYMENT OPPORTUNITY

Wastewater Operator I

(Corresponding to a Grade I Certified Wastewater Treatment Plant Operator)

FINAL FILING DATE: Open Until Filled

APPLICATION PROCESS: To apply, please submit:

- 1) Job Application
- 2) Cover Letter
- 3) Resume

Please submit your application materials (.pdf or .doc) to the District office at:

Email: generalmanager@spaldingcsd.org

Mailing Address:

Spalding Community Services District
502-907 Mahogany Way
Susanville, CA 96130

Spalding Community Services District is an Equal Opportunity Employer.

POSITION DETAILS

Salary: \$25/hour

Benefits: Vacation/Sick Leave Accrual; \$200 Month Healthcare Stipend

Hours: 40-hours per week, with 24-hour On-Call Availability

Job Type: Full-Time, Non-Exempt

Location: Spalding Community Services District
502-907 Mahogany Way
Susanville, CA 96130

Opening Date: April 12th, 2025

Closing Date: Open Until Filled

POSITION OVERVIEW

Under the direction of the General Manager, the Wastewater Operator I (Certified Wastewater Treatment Plant Operator) is responsible for operating, maintaining, and repairing the district's wastewater treatment facilities to ensure compliance with federal, state, and local regulations.

The Wastewater Operator I assists the General Manager with developing and implementing the Sewer System Management Plan, Capital Improvement Plan and annual work plans for the Wastewater System operations. The Wastewater Operator I is responsible for contractor coordination, relations and oversight, for operations, maintenance and repairs of the wastewater facilities and emergency operations and response.

The Wastewater Operator I is responsible for planning, scheduling, and fulfillment of monitoring for regulatory and environmental compliance for the wastewater system. With support and direction from the General Manager and Administrative Assistant, the Wastewater Operator I is responsible for development, implementation, adherence and update of Health, Safety, & Environment regulatory compliance, plans and procedures.

The Wastewater Operator I supports the part-time Wastewater Operator II in the performance of duties, safety, training and professional development, and coordinates with the Municipal Worker for other district maintenance and operations as necessary.

The training, professional development, certification and continuing education of the Wastewater Operator I is provided for by the district.

This position plays a key role in providing reliable wastewater services to the Spalding community.

ESSENTIAL DUTIES & RESPONSIBILITIES

Essential duties may include, but are not limited to:

- Assist in the development, implementation and update of the Sewer System Management Plan, Wastewater System Capital Improvement Plan, and annual work plans for the wastewater system.
- Operate, maintain, monitor, exercise and calibrate wastewater treatment equipment and processes.
- Conduct routine inspections and preventative maintenance of plant facilities.
- Collect and analyze wastewater samples to ensure compliance with regulatory standards.
- Maintain accurate records of operations, maintenance, and compliance activities.
- Troubleshoot and resolve operational issues promptly.
- Respond to emergencies related to the wastewater treatment system.
- Ensure the proper handling and disposal of waste materials.
- Assist in the development and implementation of operational procedures and safety protocols.

- Coordinate and monitor contractor activities for operations, maintenance, repairs and capital improvement projects on the wastewater system.
 - Operate construction equipment and power tools such as small backhoes, front-end loaders, tractors, and small tools and equipment.
 - Coordinate budget requests, purchase orders, use logs, maintenance schedules and regular inventory for infrastructure systems, vehicles, and large equipment.
 - Coordinate budget requests, purchase orders, use logs, maintenance and regular inventory of parts, small tools, and equipment.
 - Maintain other District facilities as directed.
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QUALIFICATIONS

Education & Experience

- **Required:** High school diploma or equivalent.
- **Required:** Two (2) years of experience or a combination of training and experience in wastewater treatment system operations and maintenance.
- **Preferred:** Previous experience working in a rural or small community wastewater system.

Certificates & Licenses

- **Required:** Valid California Wastewater Treatment Plant Operator Grade I certification issued by the State of California Water Resources Control Board.
- **Required:** Valid California Driver's License and satisfactory driving record (Commercial Driver's License preferred).

Knowledge, Skills, & Abilities

- Knowledge of wastewater treatment processes, equipment, and regulations.
- Familiarity with SCADA systems and computerized maintenance management systems.
- Familiarity with construction management, estimating platforms, or other enterprise capital improvement planning and project management solutions.
- Familiarity with Global Positioning System (GPS), Geographic Information Systems (GIS), or other mapping and drawing software.
- Ability to read and interpret instrumentation, engineering drawings, reports, and technical documents.
- Ability to interact professionally with the public, vendors, and regulatory agencies.

- Basic proficiency with computers, data entry and reporting, including Microsoft Office – Word, Excel, and PowerPoint.
 - Strong analytical and problem-solving skills.
 - Ability to work independently and as part of a team.
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PHYSICAL DEMANDS & WORK ENVIRONMENT

- Work is performed both indoors and outdoors, sometimes in adverse weather conditions.
- Must be able to lift and carry up to 50 lbs., bend, stoop, and reach.
- Dexterity of hands to operate assigned tools and equipment.
- May require standing for extended periods and working in confined spaces.
- Working with tools and around machinery with moving parts.
- Potential exposure to hazardous chemicals, fumes, odors, and wastewater contaminants.
- May require occasional evening, weekend, or on-call work, depending on district needs.