

**Side Letter of Agreement
Implementing and Establishing
Water Treatment Plant Operator III OIT
Clear Creek Community Services District and UPEC 792**

The Clear Creek Community Services District, hereinafter "District", and the LiUNA Local 792, United Public Employees of California, hereinafter "Union", hereby agree to implement this Side Letter of Agreement at the time of signature to include this Water Treatment Plant Operator III – Operator in Training (OIT) in the Job Classifications for the remainder of the February 2, 2024 MOU between Clear Creek CSD and UPEC 792.

Effective immediately upon the signature of the parties, this Job Description will be added to Exhibit "B" – "Schedule of Job Descriptions/Specifications."


The purpose of this side letter is to implement the Water Treatment Operator III - OIT and start the process spelled out in the MOU as a promotional opportunity for current staff. This position is for the District to help with its Water Treatment Plant operations by having personnel gain time needed to achieve the certification needed for the Water Treatment Operator III position. The Pay scale for this will be the Operator D2 scale as published. It's expected that once the hours are achieved and the T3 certification attained, the employee would be offered the promotion to the Water Treatment Operator III position using that position pay scale as published.

The intention of this position is to provide time to attain the hours needed for the certification and the position will be full-time at the Treatment Plant and under the supervision of the Chief Plant Operator. This position – like most others in the District – can be utilized for District emergencies during non-business hours and in coordination with the Chief Plant operator.

The starting pay for the Water Treatment Operator III – OIT will be step 3 of the Operator D2 scale.

The District has been in discussions with the staff and the UPEC 792 union to work on ways to better staff the Treatment Plant Division and this document implements that work.

Signed for the District:



Paul Kelley, General Manager
Date: June 6 2024

Signed for the Union:



Robert Delong, Business Manager
Date: June 6 2024

WATER TREATMENT PLANT OPERATOR III OIT

Reports to: Chief Plant Operator

Salary Range: See MOU Exhibit A - Operator D2:

Definition/Summary

The Water Treatment Plant Operator III OIT classification is an entry level position, allowing the Candidate to obtain the required hours for T3 certification. Under general supervision, positions in the Water Treatment Plant Operator III OIT classification perform a variety of operation, maintenance and monitoring tasks and reports to the CPO. Candidates will be required to use good judgment and be able to work and function with oversight and independently at times. Reports daily to the District Water Treatment Plant.

Essential Functions

- Operates automatic and manually controlled equipment, motors, and pumps used in the treatment, purification, and disinfection of water.
- Regulates and controls the amount of chemicals used to maintain specified water treatment requirements.
- Collects samples at established times; performs standardized quality control tests and adjusts chemical feeders and other plant equipment according to results.
- Takes meter and chart readings and interprets information to determine the proper operation of treatment equipment and water conditions.
- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, temperatures, and other pertinent data to maintain proper plant operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment, including cleaning, painting etc..
- Observes pumping equipment to identify possible problems and operating difficulties.
- Backwashes filters.
- Maintains logs, records, and data systems for required plant reports.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- May operate a vehicle to travel to other district facilities for inspection and maintenance work.
- Receives delivered materials, recording shipments and storing items.
- Performs other duties as assigned.
- On-call: Stand-by on a rotational basis.
- Assist Distribution Division Operators as needed and during emergencies. Respond to after hour emergencies.

Job Standards/Specifications

Knowledge of:

- Methods, materials, procedures and equipment used in water treatment plant operations and maintenance work.
- Water treatment methods, principles, and practices.
- Laws, codes, rules, and regulations pertaining to water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Operation and maintenance of pumping equipment and valves.
- Plant measurement and recording equipment.

Ability to:

- Ability to perform a variety of operations and maintenance assignments at a 30mg/d water treatment plant.
- Operate automatic plant control systems. (SCADA)
- Read plant measurement and recording equipment, interpreting results to adjust 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.

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 between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office 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

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-100+ degrees.
- Humidity: Work in areas with unusually high humidity.

- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

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

- Education: High school diploma or equivalent and completion of college level courses in wastewater treatment or water treatment operations.
- Experience: One year of work experience in the operation, maintenance, and repair of a water system.

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 disability 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 .

Within 12 months of the date of hire, must obtain a State Water Resources Control Board Grade T3 and D2