

TREATMENT PLANT OPERATOR TRAINEE

Position Code: 1748 (WTP); 1749 (WWTP)

WC Code: 7520 (WTP); 7580 (WWTP)

FLSA Status: Non-Exempt

Pay Grade: 344

Location: Public Services

Approval Date: 2014

General Statement of Duties

Performs entry level operational, laboratory, and maintenance functions in a water and/or wastewater treatment plant.

Distinguishing Features of the Class

An employee in this class performs a variety of entry level operational, laboratory, and maintenance duties designed to produce safe treatment of potable water, and disposal of domestic and commercial waste materials. Work is performed on an assigned or rotating shift. Work includes monitoring the plant's operation through observation, mechanical readings and the results of standard chemical and biological tests and to make necessary adjustments in the process as conditions or test results dictate. Other duties include performing standard laboratory duties and tests and assisting with plant and facilities maintenance. Work also includes substantial record keeping or work activities. Employees are subject to hazards associated with wastewater and plant operations including working both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, working in small spaces such as sewer pipes, and oils. Workers may be required to wear respirators when working around chlorine tanks. Work around wastewater is also subject to the final standards of OSHA on blood borne pathogens. Work is performed under general supervision and reviewed by observation, conference, and reviewing records for adherence to operations standards, instructions, and safety practices.

Duties and Responsibilities

Makes regular tours of plant and checks bar screens, engines, generators, pumps, settling tanks, filters, clarifiers, chlorinators, and other equipment for proper functioning.

Records data from various meters, gauges and dials; logs daily, weekly, and monthly activities.

Performs standard laboratory chemical and biological tests.

Performs general preventative and scheduled maintenance; assists on major maintenance and repairs.

Regulates and adjusts motors, pumps, blowers, valves and other apparatus to meet changing operating conditions.

Performs routine building maintenance including cleaning, and painting.

Orders parts and supplies using the requisition system.

Collects water and wastewater samples.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Some knowledge of the operating characteristics and maintenance requirement of water and wastewater treatment plants.

Some knowledge of applicable federal, state, and local laws, ordinances, and permitting requirements.

Some knowledge of the occupational hazards of the work and of necessary safety precautions.

Some knowledge of standard laboratory test and procedures used in a water or wastewater treatment plant.

Some knowledge of hydraulic, chemical and mechanical principles pertinent to water or wastewater treatment plant operations.

Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.

Ability to conduct routine laboratory tests.

Ability to understand and follow moderately complex oral and written instructions.

Ability to read meters, charts, and technical manuals and drawings accurately and to maintain records of shift operations.

Ability to establish and maintain effective working relationships with peers and superiors.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, grasping, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to read gauges, dials and observe moving parts of machines, and to record and review written records.

Minimum Education and Experience

High School Diploma or GED and six months to one year of experience in the operation and maintenance of machinery; or an equivalent combination of education and experience.

Special Requirements

Employee must obtain Water Operator's Grade C certificate from the state within one year if employed for at the WTP or Grade II Wastewater Operator Certificate within two years of employment is employed at the WWTP.