

## CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
<b>Position Title:</b> Wastewater Plant Operator-In-Training	<b>Department :</b> Wastewater	
<b>Reports to:</b> Wastewater Plant Supervisor	<b>FLSA Classification :</b> Non-Exempt	
<b>Career Ladder:</b> Wastewater Plant Operator I	<b>Pay Grade:</b>	<b>Approval Date:</b> 08/16/05

### POSITION SUMMARY:

Under immediate supervision of the Wastewater Plant Supervisor performs a variety of basic and semi-skilled labor in the operation and maintenance of the City's Wastewater Reclamation Plant. learns to perform and assists in the maintenance, repair and/or operation of a treatment plant facility; assists and learns to perform treatment plant rounds; performs a variety of routine building and grounds maintenance; operates a variety of equipment including mowers, tractors, weed eaters, edgers, blowers, and related maintenance equipment and vehicles; and performs other related duties as required.

### CLASS CHARACTERISTICS:

The Wastewater Plant Operator-In-Training is the entry level within the Wastewater Plant Operator series. This classification typically works under close supervision performing a group of repetitive or closely related duties. Since this class is typically used as a training class, employees may have limited work experience in the field and may be flexibly staffed providing successful completion of the required experience, standard or better evaluation and approval from the appointing authority.

### ESSENTIAL RESPONSIBILITIES:

Learns to perform a variety of skilled duties in the maintenance and repair of the City's wastewater treatment facilities and related equipment; participates in construction projects and system installations as requested.

Performs a variety of general maintenance duties in and around the wastewater treatment plant including wash downs of denitrification basins, oxidation ditch, clarifiers, filters, and contact basins.

Performs a variety of routine building and grounds maintenance tasks, including watering, mowing, edging, weedeating, weed abatement, painting, and housekeeping; maintains and repairs ponds including reinforcing ponds as necessary.

Assists and learns to perform treatment plant rounds inspecting, monitoring and documenting plant operations by reading plant equipment gauges, dials, computer screens, graphs, and other instrumentation.

Assists with the inspection of the wastewater facility, lift station and storm pump equipment and systems including valves, pumps, motors, tanks and gauges; learns to diagnose and repair mechanical and electrical malfunctions; replaces system components as needed.

Under close supervision, monitor the operation of wastewater reclamation plants pumps, motors and other equipment; read gauges, dials and other instrumentation; maintain and update accurate logs of plant operations

Collect various water and sewage samples for laboratory tests; perform some laboratory analysis such as chlorine residuals, suspended solids, volatile solids, volatile acid, alkalinity, carbon dioxides, BOD, pH and temperature

Maintain all treatment facility buildings and ground, including weed control by herbicide application and burning

Monitor pump lift station for alarms and assist in corrective action

Assist in monitoring and inspecting dumping by septic tank haulers to ensure treatment plant compatibility

Load and unload various chemical such as chlorine, polymers, soda ash, etc.; connect chemicals to appropriate plant systems; mix various chemicals

Perform solid sludge handling by scraping beds and hauling sludge, operation of dissolved air flotation thickener and anaerobic digester

Assists with the collection of analytical samples.

Maintains a variety of records and reports related to assigned activities.

Attends training and safety meetings as necessary.

May be required to work irregular shifts

May perform other work as assigned

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### **MINIMUM QUALIFICATIONS:**

**Knowledge of** –Basic operations, services, and activities of a wastewater treatment plant; General maintenance and repair work; Operation of power driven and heavy equipment used in maintenance and repair including high-pressure power cleaners, tractors, skip-loaders and various hand and power tools; Basic record keeping techniques. Safety requirements for operation of trucks and other equipment. Occupational hazards and standard safety procedures. Standard principles of biology, chemistry and mathematics (basic algebra); Safe work practices.

**Skilled in** –

**Ability to** -Learn to solve problems logically. Learn standard laboratory and plant operations procedures. Communicate clearly and concisely, both orally and in writing. Established and maintain effective working relationships with those contacted in the course of work. Learn to perform a variety of duties in the maintenance and repair of City wastewater treatment facilities and related equipment. Operate power driven and heavy equipment used in system maintenance and repair including high-pressure power cleaners, rodders, tractors, skip-loaders and various hand and power tools. Learn to inspect facilities, systems and equipment for maintenance and repair needs. Learn applicable mechanical, electrical, wastewater, storm water and safety codes and regulations. Maintain routine records. Learn to read and interpret blueprints, diagrams and sketches. Perform heavy manual labor. Drive and operate trucks and construction equipment. Safely and effectively operate a variety of maintenance and construction equipment, tools and materials. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Education and

**Licenses and Certificates** –Possession of, or ability to obtain, an appropriate driver’s license. Possession of an Operator in Training (OIT) certificate. Must possess and maintain a Grade I Wastewater Treatment Plant Operator Certification within 1 year of employment. Continued employment in this position is contingent on these requirements.

**Physical Abilities and Work Environment** – In addition to the minimum requirements and job duties listed for this position, the following are required: Duties require sufficient mobility to work in a typical field setting and use related equipment, i.e., motors, loader, backhoe, dump truck, sewer rodder, Hydro Vac truck, and all light equipment necessary for the job. Will be required to lift 100 lbs on occasions. Must have vision to read printed materials and hearing and speech to communicate in person or over the telephone.

**Other** – Bilingual fluency in English and Spanish is desirable.

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**EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

**Experience** – One year of general maintenance work experience is desirable.

**Education** - Graduation from high school or G.E.D. equivalent with supplemental course work in biology; chemistry or a related field.

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## **ACKNOWLEDGEMENT**

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

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Print Name

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Signature

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Date