


JOB DESCRIPTION

<p>City of Waterford</p>  <p>Administrative Services</p>	WASTEWATER TREATMENT PLANT OPERATOR-IN-TRAINING	
	Salary Level:	10
	FSLA Status:	Non-Exempt
	Established/Revised:	July 2017

JOB SUMMARY

*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.*

Under general supervision, learn and perform a variety of operations, monitoring, maintenance, and repair work on the City's wastewater treatment facility, including pumps, lift stations, and associated equipment, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Wastewater Treatment Plant Operator in Training (OIT) is the entry-level class in the Wastewater Treatment Plant Operator class series. An OIT will perform under the direct supervision of a supervisor or an experienced operator. As experience is gained, this position may advance to WWTP Operator after gaining the required knowledge, skills, experience, certification, and demonstrated performance at a full operation level.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Public Works Superintendent and lead supervision from the Wastewater Treatment Plant Operator II. Incumbents in this class do not exercise supervision.

ESSENTIAL DUTIES

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Operates, monitors, and maintains all plant equipment and components, including but not limited to pumps, valves, plumbing, gearboxes, fans, blowers, aerators, and flow controls.
- Reads and interprets meters, gauges, and charts; maintains and upgrades mechanical and electrical systems.
- Inspects plant operations making appropriate adjustment to process controls, ensuring that

operational problems are identified and corrected; ensures that plants are operating within safety standards established by Federal, State, and local laws, ordinances, and regulations.

- Monitors, tests, and adjusts wastewater quality; takes readings of various meters for pressure, flow, and water levels; collects water samples in accordance with proper procedures; tests and records equipment as appropriate.
- Performs maintenance and construction work as directed on the wastewater treatment system and related facilities; maintains plant facilities and grounds in a safe, clean, and orderly condition.
- Maintains proper operation and flow of collection systems; utilizes a variety of equipment to clean and remove clogs and debris from lines; cleans up spills as required.
- Coordinates maintenance and repair activities with outside contractors as needed; reviews the work of contractors to ensure completion and compliance with established specifications.
- Implements educational programs to inform the Commercial Food Industry and the public about discharging fats, oils, and grease into the sewer and storm water systems.
- Performs traffic control duties and work zone procedures to ensure the safety of personnel and the public at work sites.
- Identifies water line, sewer, and storm drain locations for underground excavations; maps system schematics as necessary; assists with the excavation and refilling of trenches; repairs street surfaces following repair work.
- Participates in the installation, maintenance, and repair of water meters and related service lines; reads meters and maintains various records.
- Operates and maintains a variety of equipment, tools, and trucks.
- Receives and logs phone calls concerning wastewater problems; responds to inquiries and resolves issues as appropriate.
- Monitors and maintains records for compliance with local, State, and Federal wastewater discharge regulations; initiates enforcement actions as necessary.
- Utilizes a teamwork approach to learn the department functions necessary to continue effective City operations to allow the City to carry on in case of illness, or unexpected employee turnover; participates in cross-training as needed to accomplish this goal.
- Performs other duties as required or assigned, including but not limited to parks, streets, and utility operations.

MIMIMUM QUALIFICATIONS

Education and/or Experience:

High school diploma or GED equivalent preferred; AND one (1) year of experience in mechanical or maintenance functions; OR an equivalent combination of education, training, and experience.

License/Certificate:

- Possession of, or ability to obtain, a valid Class C California driver's license.
- Possession of a Grade I Certificate as a Wastewater Plant Operator from the California State Water Quality Control Board within 18 months of hire.

Knowledge of:

- Basic concepts and practices of wastewater treatment plant operations;
- Repair, maintenance and adjustment procedures for wastewater treatment plant equipment;
- Basic principles, practices and methods of basic laboratory testing methods and procedures;
- Federal, State and local laws governing wastewater and industrial waste monitoring and control;
- Basic concepts, characteristics and problems involved with wastewater and industrial water analysis; general maintenance and repair work; laboratory safety standards and programs;

- Occupational hazards and standard safety practices;
- Methods and techniques for basic report preparation and writing;
- Methods and techniques for record keeping;

Skill in:

- Maintaining and operating a wastewater plant and related facilities
- Maintaining accurate records and preparing comprehensive reports.
- Reading, interpreting, and recording data accurately.
- Working independently and as part of a team.
- Following written and oral directions; communicating clearly and concisely, both orally and in writing.
- Observing safety principles and working in a safe manner.
- Establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Conditions:

Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Environmental conditions:

Work is performed in an indoor plant and an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.