# **POLICY TITLE: Personnel Description – Operator-In-Training**

**Title: OPERATOR-IN-TRAINING, WASTEWATER TREATMENT PLANT**

**JOB DESCRIPTION**

Under the direction and supervision of the General Manager or Plant Operator: works to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of District facilities; performs a wide variety of semi-skilled and skilled tasks. The operator-in-training also performs laboratory tests under the direct supervision of the General Manager or Plant Operator and performs other duties as required. This position is an hourly position.

**QUALIFICATIONS PROFILE**

# **Certification**

## SWRCB Wastewater Treatment Plant Operator-in-Training certificate.

* 1. Valid California Class C Driver’s License and satisfactory driving record (insurable at standard rates).

# **Formal Education**

High school diploma or the equivalency thereof.

# **General Requirements**

Knowledge of basic construction tools and equipment; basic knowledge of District operations and laboratory tasks.

# **General Educational Development**

# Reasoning

Ability to prioritize work and make decisions regarding correct formatting of work and implementation of same.

# Mathematical

Ability to perform basic math calculations, count and measure.

# Language

Ability to relate cooperatively with members of the public and District personnel. Ability to understand and communicate effectively with others. Ability to communicate all hand signals related to construction operations.

1. **Personnel Relationships**

Ability ro receive and follow instructions, ability to perform tasks in a variety of weather conditions.

# **Physical Demands**

1. Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly 25 lbs. or more, frequently up to 50 lbs and infrequently up to 100 lbs or more) kneeling, stooping, bending, squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle. Requires an annual physical by an OSHA approved physician on or near hire date anniversary.

# **Working Conditions**

## Requires working assigned shifts which may include nights, weekends and holidays.

## Requires walking on non-level, uneven and slippery surfaces; reaching; kneeling; climbing; crawling; grasping, holding and twisting various objects in the performance of daily activities.

## Requires the need to lift and carry air packs, pumps, hoses, lab equipment and paper boxes weighing up to and at times exceeding 50 pounds in accordance with safe work practices.

## Exposure to a variety of conditions including wet, heat, cold, heavy dust, pollens and bio-hazards. Additionally, the working environment and equipment used exposes this position to loud noises, vibrations, mechanical and equipment hazards, pesticides, raw and treated sewage, fumes, solvents, diesel, chlorine and other chemicals and risks.

## The nature of the work may also require wearing self-contained breathing equipment, climb ladders and scaffolds, drive motorized vehicles and handle noise producing tools and equipment

**OPERATION AND MAINTENANCE RESPONSIBILITIES:**

1. Controls flow and processing of wastewater and sludge.
2. Monitors and analyzes meters, gauges, control reading and test results.
3. Operates and maintains pumps, gates, valves and electric motors to control and adjust flow and treatment processes.
4. Collects samples and performs laboratory test for in-house control and for discharge permit process monitoring requirements.
5. Custodial duties of plant, office and collection system.
6. Inspection and maintenance of collection system and pump stations.
7. Pursues a program of continuing education to upgrade his/her certificate (correspondence course, etc.) to become a more valuable worker for the District.