

## CITY OF MADERA

### WASTEWATER TREATMENT PLANT OPERATOR-IN-TRAINING

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under immediate supervision, performs and learns to perform the full array of duties assigned to classes in the Wastewater Treatment Plant Operator series including operations, controls and maintenance work in one or more Public Works wastewater treatment plant facilities; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Wastewater Treatment Plant Operator-In-Training** is the training level class responsible for a learning to perform a wide variety of plant operations and maintenance of the wastewater treatment plants, and incumbents are expected to learn to perform the full scope of assigned duties. This classification is distinguished from the Wastewater Treatment Plant Operator I in that the latter is required to possess a Grade I certification at time of appointment and may operate within the guidelines of that certification.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives immediate supervision from the Wastewater Treatment Plant Manager or assigned higher level operator. Incumbents in this class do not routinely exercise supervision.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Learns to perform basic skilled water pollution control laboratory testing and analysis; learns to monitor the operation of industrial wastes instrumentation for proper monitoring; learns to adhere to quality assurance programs for laboratory analysis and instrumentation.
- Learns to operate, inspect, clean, repair, replace and maintain pumps, motors, filters and related equipment; performs general, grounds and preventive maintenance and repairs in and around plant facilities; operates vehicles and other equipment.
- Learns to conduct on-site inspections of plant operations, insuring that operational problems are identified and corrected; Learns procedures to insure that plants are operating within safety standards established by Federal, State and local laws, ordinances and regulations.
- Learns, prepares and updates reports including records and logs.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position works in all conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined space.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Wastewater Treatment Plant Operator-In-Training**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in mechanical and maintenance functions and a high school diploma or equivalent supplemented with appropriate coursework in laboratory testing and analysis.

**License/Certificate:**

Possession of, or the 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/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**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; methods and techniques of training personnel.

**Ability to:**

Learn to carry out maintenance and operations of a water plant; basic wastewater testing; collect a variety of samples for laboratory tests; maintain accurate records and prepare comprehensive

reports; perform plant operation and maintenance assignments; establish and maintain cooperative working relationships.

**Skill to:**

Safely and effectively operate the tools and equipment used in wastewater plant maintenance and laboratory.