

Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Water Reclamation Plant Operator-in-Training (OIT)
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GENERAL PURPOSE

Under immediate supervision, performs a variety of duties in a structured on-the-job training program to become a Water Reclamation Plant Operator I; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a structured on-the-job training class in the Water Reclamation Plant Operator series. Incumbents follow prescribed and standardized procedures, normally under the close supervision of a higher-level operator, and refer unusual problems or questions to a supervisor or the higher-level operator. Employees may work without close supervision on a variety of regular, on-going tasks and assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher-level operators, supervisory or management staff. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Receives training in the operation of a large, state-of-the-art water reclamation plant.
- Learns to operate or check the operation of plant equipment such as pumps, valves, electric motors, filters and large stationary engines according to operations and maintenance manuals; reports malfunctions to proper persons.
- Greases and changes oil on pumps, motors and engines in accordance with established procedures.
- Learns to read meters and gauges to determine efficient equipment operation; records readings.

- Receives training in water quality testing, amounts of chemicals for safe usage, laboratory operations, the proper use of test equipment, and the methods and techniques used in maintaining facilities and equipment.
- Receives training in problem-solving and methods for diagnosing and correcting malfunctions and resetting relays and control system components.
- May perform, under direct supervision, the full range of duties of a Water Reclamation Plant Operator I related to the primary functional area as part of a learning situation.
- Cleans tanks and other equipment; maintains facilities and grounds in a clean, safe and orderly condition.
- Maintains a variety of records, logs and reports.
- Operates vehicle to travel to various District facilities.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Basic operating principles and methods of pumps, valves, electric motors, diesel engines and electronic, computerized and manual control systems.
- Basic functions and servicing requirements of the equipment used in a waste water treatment facility.
- Basic principles, methods, practices and techniques utilized in chemical, bacteriological and biological analyses.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Learn the operation of a variety of pumping, treatment and control equipment and machinery, including digital control equipment and computers.
- Learn to accurately read meters, gauges, valve books, blueprints and schematic drawings.
- Make mathematic calculations, including metrics.
- Operate and maintain hand and power tools pertaining to the work.
- Follow and apply oral and written work instructions.
- Prepare basic records and reports of work performed.
- Learn and apply new information.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- No previous experience is required.

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by any coursework which may be required by the State of California Water Resources Control Board.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- State of California Water Resources Control Board Waste Water Treatment Operator I Certificate must be obtained within fifteen months from date of hire to advance to the Operator I class.

PHYSICAL DEMANDS

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

Must possess mobility to work in standard water reclamation plant and related facilities; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen, and to operate a motor vehicle to visit various District sites; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may need to wear protective clothing when using chemicals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Water Reclamation Plant Operator Operator-in-Training (OIT). I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____