

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	Potable Water Treatment Operator In Training
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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 certified Potable Water Treatment Operator; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a structured on-the-job training class. Incumbents follow prescribed and standardized procedures. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a lead operator or Supervisor. Exercises no 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 and participates in the operation and maintenance of water treatment and related equipment.
- Read meters, gauges and charts; regulates water flows in accordance with established procedures; maintains operating logs and records.
- Check equipment for excessive noise, heat, vibration and leaks.
- Receive chemical shipments, participate in the unloading process and records into inventory; inspect shipments received for standards compliance.

- Makes daily visits to all operating feed wells to collect metering data and ensure proper operation of oil dippers; clear well fails and perform minor troubleshooting duties as needed; sample and monitors well production.
- Inspect plant equipment including pumps, valves, electric motors, switch gear, compressors, blowers, chemical mixers, engines, and generators.
- Follows established regulations, guidelines, policies and procedures in the handling and transporting of hazardous materials; operates District vehicle to travel to various District facilities.
- Reports malfunctioning equipment and calls for maintenance assistance in the event of serious breakdowns.
- Works on a personal computer; uses software to create and maintain a variety of records and reports.
- Maintains a variety of records and reports.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles of water treatment plant operations.
- Basic tools and equipment used in the operation and maintenance of motors, engines, pumps, and other water treatment plant equipment.
- Basic methods and techniques of instrumentation calibration.
- Basic mathematical principles
- State laws and regulations environmental regulations in assigned areas of responsibility.
- Safety precautions and procedures used in water utility work.
- 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 perform.

Ability to:

- Learn to operate and perform inspections of treatment plant equipment.
- Learn to monitor and adjust plant processes.
- Learn to adjust treatment processes to maintain water quality standards.
- Learn to collect a variety of samples and conduct appropriate tests.
- Learn to properly handle hazardous materials.
- Apply pertinent Federal, State, and local laws, codes, and regulations.
- 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 twelfth (12th) grade, supplemented by specialized training in water treatment operations.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- A State of California Water Treatment Operator Certificate, Grade I must be obtained within fifteen months from date of hire to advance to the Operator I class.
- State of California Distribution Operator Certificate, Grade I 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 treatment 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 and heavier weights with the use of proper equipment. Infrequently, may use mechanical equipment to lift/move containers weighing 4,000 pounds.

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 interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Potable Water Treatment Operator In Training
Last Update: March 2020

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 Potable Water Treatment Operator In Training. 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: _____