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 perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS
This is a structured on-the-job training class. 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, ongoing tasks and assignments.

ESSENTIAL 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 class.

Under the direct supervision of a higher level operator, a Potable Water Treatment Operator in Training may:

Participate 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.

Performs related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**
Basic water treatment plant operations; basic tools and equipment used in the operation and maintenance of motors, engines, pumps, and other water treatment plant equipment; chemical storage and dosing. Mathematical principles related to the computation of flows and volumes in water treatment and distribution; state laws and regulations environmental regulations and workplace safety related to water quality control; methods and techniques of preventive maintenance; safety precautions and procedures used in water utility work.

**Ability to:**
Learn the operation of treatment plant equipment; perform inspections of treatment plant equipment; learn to collect a variety of samples and conduct appropriate tests; create, utilize and interpret spreadsheets; apply pertinent Federal, State, and local laws, codes, and regulations; maintain and update accurate records; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; communicate effectively, orally and in writing.

**Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent, supplemented by course work in water treatment or distribution.

**Licenses; Certificates; Special Requirements:**

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 or higher and a State of California Distribution Operator Certificate, Grade I or higher must be obtained within fifteen months from date of hire to advance to the Operator I or higher class.

**PHYSICAL AND MENTAL DEMANDS**

_The physical and mental 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._

**Physical Demands**

While performing the duties of this class, an employee is regularly required to use hands and fingers to feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; interact with District staff, other organizations and customers who may be upset or dissatisfied.
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.

The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. Employees may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock. The noise level in the work environment is frequently loud.

FLSA DETERMINATION: Non-exempt.