WATER TREATMENT PLANT OPERATOR TRAINEE

DEFINITION

Under direct supervision, the Water Treatment Plant Operator performs a variety of operation, maintenance, and inspection assignments related to the District Water Treatment Plant; maintains, repairs, and modifies equipment used in the treatment and purification of water; reads and interprets chart and meter readings for analyzing the efficiency of plant operations, performs sampling, chemical, physical, and bacteriological analysis to determine optimum plant performance; and maintains chemical inventory.

DISTINGUISHING CHARACTERISTICS

This classification is designed to train individuals in operational control and maintenance skills necessary to become a Grade T3 Water Treatment Plant Operator. During the Trainee Program, incumbents perform a variety of tasks with guidance under direct supervision of the Water Treatment Plant Operators and under the general supervision of the Water Operations Manager and the Chief Plant Operator.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all the duties and responsibilities of the Water Treatment Plant Operator Trainee classification:

Operator Trainee Duties:

- Learn and perform with increasing independence Water Treatment Plant Operator duties.
- Logs and interprets readings from meters, gauges, charts, and instruments.
- Controls filter operations including backwashing, interpretation of performance, and control through flow, loss of head, turbidity data, and particle counters.
- Inspects and adjusts mechanical pumps and process equipment.
- Obtains water samples and performs tests to determine chemical feeds and facility performance and compliance with District Standards and State and Federal regulations.
- Obtains samples and performs bacteriological analysis.
- Brings mechanical or process deficiencies to the attention of the Water Treatment Plant Operator and/or the Water Operations Manager and the CPO.
- Operate pumps and automatic valves.
- Unloads, stores, and use various chemicals such as, liquid alum, cationic polymer, caustic soda, chlorine, and filter aid.
- Keeps accurate records of shift operations.
- Responds to chemical emergency alarms wearing appropriate personal protective equipment.
- Inspects, repairs, and maintains machinery and mechanical equipment in operation and detects deficiencies in the operational process.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality water treatment.
- Participates in the safety programs which include but are not limited to: Process Safety Management, Respiratory Protection, Injury and Illness Prevention, Emergency Response, and Hazard Communication.
- Performs facility maintenance, janitorial duties, and other duties as assigned.

Typical Physical Activities:

- Operates District vehicles to travel between District facilities.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.
- Stoop, kneels, crouches, crawls, and climbs during plant maintenance and repair work.
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-on-one settings.
- Regularly uses telephone or radio equipment for communication.
- Uses office equipment such as computer terminals, copiers, and fax machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.

EMPLOYMENT STANDARDS

Knowledge of:

- Basic arithmetic such as addition, subtraction, multiplication, division, and basic algebra.
- Laws, codes, rules, and regulations pertaining to water treatment plant operations.
- Methods, materials, procedures, and equipment used in water treatment plant operations and maintenance work.
- Standard water quality tests.
- Proper work safety standards.

Ability to:

- Work in different weather conditions with exposure to the elements.
- Work rotating shifts, including holidays and weekends.
- Understand and follow oral and written instructions.
- Learn and comprehend mechanical maintenance programs and operational procedures.
- Work cooperatively with other District employees.
- Read, comprehend and interpret written material such as operation and maintenance manuals, equipment manuals and Safety Data Sheets (SDS).
- Observe and monitor machinery and equipment to determine compliance with prescribed operating or safety standards.
- Learn job-related material through oral instruction, structured lectures, reading and observation in an on-the-job setting.
- Work with chemicals or similar solutions using normal protective equipment.
- Work safely without presenting a direct threat to self or others.
- Meet Respiratory Protection Program requirements.

QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Certification/Education/Experience/License:

- Certification:
  - Possession of a Grade 2 (T2) Treatment Operator Certification issued by the California State Water Resources Control Board.
  - Possession of a Grade 1 (D1) Distribution Operator Certification issued by the California State Water Resources Control Board.
- Education:
  - Completion of a High School Diploma or equivalent.

- Experience:
  - Experience in water treatment or a related field such as wastewater treatment acceptable to the District is desirable; familiarity with the principles, practices, materials, equipment, water chemistry, and bacteriology associated with water purification.

- License:
  - Possession of a valid California (Class "C") Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
  - Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements and are necessary to successfully perform the job