

## POSITION DESCRIPTION

Class Title: Water Plant Operator Trainee

Department: Water Production

Date: 08/08/2018

Grade Number: 57

### GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical, laboratory, and maintenance work in the operation, and maintenance of water treatment facilities and systems to ensure compliance with Federal and State laws, rules and regulations. Performs routine laboratory tests and analysis of results, routine inspection, servicing, maintenance, and cleaning of equipment, and documentation of work performed.. Receives and responds to training in all aspects of the construction, maintenance, repair and replacement of the water production system, in order to provide labor and equipment operations at continually progressive levels of skill as outlined below.

This position is an Essential classification and will require you to report to duty after severe weather or other emergency.

### SUPERVISION RECEIVED:

Works under the direct supervision of the Water Production Supervisor and general supervision of the Water & Wastewater Superintendent, and also works to assist other employees with higher degree of knowledge, skill and experience.

When the work of the trainee may affect the quality of the water he must be under the **direct** “on the spot” supervision of a certified operator.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not exhaustive and the hired employee may be expected to perform additional employment related tasks as needed to accomplish specific projects or assignments. May be assigned to varying work schedules, weekend work, and be called back to work as needed by the City.

Monitors the performance of all equipment, gauges and charts in the water treatment plant stations; Records statistical data concerning plant operations; Maintains, operates, repairs and replaces equipment as necessary; Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required. Operates and maintains the water treatment plant and pump stations; identifies and repairs

malfunctions at the water treatment plant.

Collects samples and identifies concentrations of chemical, physical, or biological characteristics of water required in accordance with local, state and Federal clean water requirements; Gathers and tests water samples for plant efficiency reports as required. Monitors water quality and plant operation.

Assists with loading and unloading chemicals and other materials.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water monitoring equipment.

Cleans clarifiers, filters, tanks, and other basins.

Performs all duties in conformance with appropriate safety and security standards.

Logs relevant rainfall and lake levels.

Performs a variety of general custodial, maintenance, and landscaping duties.

#### PERIPHERAL DUTIES

Maintains the drawings and schematics of electrical, chemical, and other systems in the water treatment plant.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or GED equivalent,
- B. Two (2) years post secondary college or technical training in biological sciences, biology, engineering, physical science, hydrology, geology, mathematics, environmental science, chemistry, microbiology, toxicology, or civil, chemical, sanitary, or environmental engineering, or equivalent sciences, OR
- C. One (1) year of experience in a water utility, OR
- D. Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- A. Basic principles of Drinking Water Treatment.
- B. Working knowledge of operation and maintenance requirements of pumps, motors, compressors, generators, valves, water and chemical metering equipment, facilities, materials, methods and procedures used in a water treatment plant.

- C. Working knowledge of laboratory procedures and practices.
- D. Basic principles of mathematics, algebra, chemistry, and biology.
- E. Ability to create, maintain, and repair spreadsheet functions in Excel and a basic knowledge of computer operation.
- F. Ability to work safely
- G. Ability to communicate effectively verbally and in writing and to understand and carry out written and oral instructions.
- H. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
- I. Ability to notice and analyze trends, recognize anomalies, and recommend corrective action based on past trends.
- J. Ability to read, write, and speak English at a level necessary for the satisfactory job performance.

## SPECIAL REQUIREMENTS

Valid Oklahoma State Driver's license with a driving record acceptable to the City's insurance carrier. Ability to possess a valid Oklahoma Class D Water Operator License and Class C Water Lab License within 1 year of hire. Must have a working telephone for callback. Ability to work shift work including nights, weekends and holidays.

## TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

## PHYSICAL DEMANDS

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

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

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

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

The essential functions and/or tools used for this position could possibly be classified as a “safety-sensitive job” under the Unity Bill, which could affect the safety and health of the employee or others.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee regularly works near moving mechanical parts and is regularly exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

## ADVANCEMENT

When an employee of this classification obtains a renewable Oklahoma State Class D Water Operator's license and Class C Water Lab License, and if performance evaluations are satisfactory, that person may be advanced to Water Production Operator III, Grade 54, upon completion of a 12 month probationary period and upon approval of the City Manager.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background check, drug test, and other job related tests may be required.

The duties listed above 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 the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Personnel Director