

**JOB DESCRIPTION**

<b>Job Title</b>	Water Reclamation Plant Operator-in-Training	<b>Supervisor</b>	Chief Water Reclamation Plant Operator and/or Compost Operations Supervisor
<b>Department</b>	Facilities & Operations	<b>Class Group</b>	General Unit
<b>Division</b>	Reclamation	<b>Salary Grade</b>	32
<b>Section</b>	Wastewater Treatment/Composting	<b>FLSA Status</b>	Non-Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

**BASIC JOB SUMMARY**

Under direct supervision of the Compost Operations Supervisor or Chief Water Reclamation Plant Operator, a Water Reclamation Plant Operator-in-Training (OIT) learns to operate, maintain and repair facilities at a water reclamation plant and/or the composting facility. The (OIT) learns to maintain and perform minor repair work on a variety of water reclamation components and performs other related duties as required. Upon completion of training and obtaining a Grade I Wastewater Treatment Plant Operator Certificate, the OIT must meet set performance standards before being promoted to Water Reclamation Plant Operator I

The Water Reclamation Plant Operator-in-Training is required be available to work at all hours any day upon notice.

**ESSENTIAL DUTIES**

**Duty 1**

Assist in monitoring the operation of facilities at a water reclamation plant or composting facility including electrical generators, air compressors, screens, belt filter presses, mechanical bar screens, centrifuges, agitators, various types of pumps, motors and other equipment.

**Duty 2**

Assists in the general operation and maintenance of the water reclamation plant, the composting facility, the centrate treatment facility, or sludge injection activities; inspects various plant systems and makes necessary changes and adjustments; controls the flow of various materials to equipment for proper operations, including electrical generators, chlorination/dechlorination, air compressors, cyclones, screens, belt presses and pumps; assists in the monitoring of plant performance, including process trends and equipment status on SCADA.

**Duty 3**

Assists in inspecting and performing light maintenance and making semi-skilled repairs to plant equipment; greasing, lubricating, replacing filters, and performing other preventive maintenance work on engines and pumps; cleaning, washing and painting in various areas and on pieces of equipment; unplugging lines; performing pump capacity efficiency tests.

**Duty 4**

Assists in injecting sludge at the solids disposal farm and in the transmission and storage of the sludge, the farming and upkeep of the land, pump stations, buildings and tanks. Operate equipment such as loaders, bobcats, forklifts, manlifts and other related equipment.

**Duty 5**

Assists in collecting system samples and performing routine laboratory analysis.

**Duty 6**

Assist in the disposal of grit, sludge, and effluent in compliance with regulatory requirements; regulate the flow of chemicals, polymers, sewage, sludge, air and water throughout the unit processes; adjusting reclaimed water flows to the distribution system; stocking and adding chemicals to the reclamation and/or compost processes.

**Duty 7**

Assists in reading and interpreting instrumentation on equipment and unit processes; entering and retrieving data from the computer, reporting problems to supervisory personnel; preparing reports; maintains records and logs plant activities.

**Duty 8**

Performs work in a safe manner at all times; complies with safety and health policies, procedures and practices; attends and completes all mandatory safety training courses and events; and works to insure the safety of co-workers and the general public.

**QUALIFICATIONS**

***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- ◀ Proper and safe use of various hand and power tools and equipment employed in basic repair and maintenance work;
- ◀ Safe working practices necessary in working with tools and hazardous materials and chemicals.

***ABILITY TO:***

- ◀ Perform manual labor; use basic hand tools; perform minor repair and maintenance tasks;
- ◀ Learn to operate a variety of equipment;
- ◀ Understand Water Reclamation Plant and Compost Facility operations and equipment;
- ◀ Perform basic mathematical computations, keep accurate records;
- ◀ Read and understand written operating procedures and equipment maintenance manuals;
- ◀ Understand and carry out complex oral and written instructions;
- ◀ Establish and maintain cooperative working relationships with employees, supervisors, customers and the public;
- ◀ Take samples and perform routine laboratory tests.

***PHYSICAL AND SENSORY REQUIREMENTS:***

- ◀ Sufficient eyesight to read standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to use hand and power tools;
- ◀ Ability to reach, bend or stoop in performing work;
- ◀ Ability to lift and carry up to approximately forty pounds of equipment and/or materials;
- ◀ Ability to operate mechanical equipment and trucks.

***TRAINING AND EXPERIENCE GUIDELINES:***

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** A High School diploma or equivalent is required.

**EXPERIENCE:**

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California Class C Drivers License must be maintained at all times.

A valid Operator-in-Training Certificate issued by the California State Water Resources Control Board is required within 90 days of employment.

A Grade I Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board is required within 18 months of appointment.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**