



## Water Recycling Plant Operator Trainee

---

### Summary

Learn and assist with the performance of a variety of tasks pertaining to the operation and maintenance of the City's water recycling plant and related facilities.

### Class Characteristics

This is the entry/trainee level class in the Water Recycling Plant Operator series. An incumbent in this class works under the immediate supervision of a higher-level Operator and/or the Water Recycling Plant Operations Supervisor. At this level, an incumbent learns how to perform a variety of duties associated with operating and maintaining the City's Water Recycling Plant, and provides assistance to more experienced Operators. Although specific water recycling experience is not required to qualify for the class, incumbents must obtain a Wastewater Treatment Plant Operator-in-Training certificate issued by the California State Water Resources Control Board (SWRCB) within 30 days of employment as required by law.

This class can be distinguished from the higher-level class of Water Recycling Plant Operator I because incumbents in the latter class must have a Grade I certificate and are expected to perform duties that require a higher level of skill and independent judgment. Incumbents at the Trainee level can reasonably expect to promote to the Operator I class when they meet the requirements of the higher-level class and have demonstrated sufficient proficiency at that level.

### Essential Duties, Skills, and Demands of the Position

The duties, skills and 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 a disability to perform the essential duties, skills and demands.

#### Duties:

Learn to monitor, operate and adjust controls at the City's water recycling plant and related facilities.

Learn to control the operation of treatment, pumping and recycling facilities to regulate the flow of wastewater through the system as well as achieve proper processing of wastewater and the re-use of bio-solids and recycled water within mandated operation requirements.

Learn to perform plant rounds and inspections and to read and record gauge and instrument information to evaluate the function of pumps, chemical feed and other equipment.

Learn to monitor the plant Supervisory Control and Data Acquisition (SCADA) system to identify needed adjustments for proper operating conditions.

Learn to collect wastewater, sludge and other samples from various phases of the water recycling and/or treatment process; learn to perform basic chemical and physical tests on these samples to ensure that the plant is operating effectively and that regulatory requirements are being met.

Learn to review and analyze operational information and test results, and to revise equipment settings as appropriate.

Learn to respond to and control accidental releases of hazardous liquids and gases.

Learn to perform preventive maintenance and cleaning for a variety of plant equipment such as pumps, chlorinators, filters, chemical valves, bar screens, sludge lagoons, agitators and electric motors; remove screenings and grit; clean clarifiers, oxidation ditches and other treatment-related equipment.

Learn to perform basic adjustments and troubleshooting for electrical motors and controls.

Learn to change recording charts and ensure that chemical feeders have a constant supply of treatment chemicals.

Notify supervisor of unusual situations and/or significant changes in process or equipment conditions.

Receive and store chemicals and supplies; monitor and report on inventory needs as assigned.

Deliver samples to the laboratory for testing as required.

Maintain accurate records of work performed.

Help maintain facilities and grounds in a clean and orderly condition by doing things such as sweeping, mopping, cleaning, sanding, painting and grounds keeping.

Participate in appropriate safety procedures, including those related to working in confined spaces, the safe handling of treatment chemicals and proper lock-out-tag-out procedures and numerous others.

Attend and participate in meetings, trainings and safety sessions; participate on team projects and task forces as required.

Perform related duties as assigned.

#### Skills/Abilities:

Perform a variety of duties pertaining to the routine operation and maintenance of equipment, instruments and structures used within a water recycling plant.

Read, understand and apply information pertaining to the proper and safe operation of a water recycling plant, including written policies, procedures, technical manuals, diagrams, schematics and specifications.

Learn to recognize and report unusual, inefficient or dangerous operating conditions. Learn to make proper log book entries.

Read a variety of gauges charts and meters; record data accurately and obtain/produce required information in a timely manner.

Learn to conduct basic chemical and physical tests of wastewater, influent, effluent, sludge and related materials.

Perform mathematical calculations using addition, subtraction, multiplication, division, percentages, fractions and basic algebraic equations.

Handle hazardous chemicals in a safe manner.

Operate a variety of hand and power tools and testing equipment; operate heavy equipment such as a forklift, backhoe, loader, or dump truck.

Operate light and heavy vehicles.

Work in confined spaces.

Effectively present information to supervisors and managers in a clear and concise manner.

Respond to emergency situations in an appropriate manner.

Make sound decisions and meet critical deadlines.

Define problems, collect data, establish facts and draw valid conclusions.

Utilize standard business computer hardware and software to maximize productivity and efficiency.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

#### Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, hear, and reach with hands and arms. The employee is frequently required to use hands to finger, handle, or feel objects,

tools, or controls, and will frequently be required to enter data into a terminal, personal computer or keyboard device and operate office equipment requiring repetitive arm/hand movement. The employee is often required to climb, balance, stoop, kneel, crouch, or crawl or use the ability to smell. The employee must be able to perform a moderate amount of physical labor, including having sufficient strength to lift, carry and/or move items up to 50 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. Must be able to hear alarms and respond to others without seeing them. While performing the duties of this job, the employee is often exposed to outside weather conditions and wet conditions. Other work conditions include exposure to unpleasant odors, mechanical parts, fumes, airborne particles and moderate noise levels. There is risk of exposure to hazardous fumes and substances.

### **Special Physical Requirement:**

May be required to enter confined space and/or respond in an emergency. Must be able to wear self-contained breathing apparatus (SCBA) and perform confined space entry and emergency response duties in protective clothing and equipment including SCBA weighing up to 32 pounds.

### **Qualifications**

#### Knowledge of:

Elementary principles of and typical operations, services and activities within wastewater treatment and water recycling plants.

Standard methods, materials and equipment used in the operation and maintenance of wastewater treatment and water recycling plants.

Basic laws, codes and regulations pertaining to the operation of a wastewater treatment or water recycling plant.

General safety practices pertaining to the use of vehicles, power equipment, and hazardous materials; occupational hazards and safety precautions necessary in heavy industrial maintenance work.

Principles of mathematics, including basic algebra.

Methods of effective interpersonal communication.

Record keeping and documentation practices.

Standard business computer applications including Microsoft Windows and Office.

#### Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

#### Education:

Equivalent to graduation from high school is required. Technical or college-level coursework in environmental science, chemistry, biology, physics, mathematics or a related area is highly desirable.

#### Licenses/Certificates:

Must possess a valid California Class C driver's license with a satisfactory driving record.

Must obtain a Wastewater Treatment Plant Operator-in-Training certificate issued by the SWRCB within 30 days of employment.

Must obtain a Wastewater Treatment Plant Operator Grade I certificate issued by the SWRCB within 18 months of employment.

### **Additional Requirement**

Must be available to work overtime and off-shift hours, including weekends, and/or holidays.

Established: 05/05/08  
Department: Water Resources and Conservation  
FLSA Status: Non-Exempt