

**JOB DESCRIPTION**  
**Water Reclamation Plant Operator-In-Training**  
**Code Number: 44007**

**GENERAL PURPOSE**

Under immediate supervision, performs a variety of duties in a structured on-the-job training program to become a Water Reclamation Plant Operator I; and performs 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, on-going tasks and assignments. At the completion of the one-year training program, incumbents are advanced to the Water Reclamation Plant Operator I class.

**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.*

Receives training in the operation of a large, state-of-the-art water reclamation plant.

Operates or checks the operation of plant equipment such as pumps, valves, electric motors, filters and large stationary engines according to operations and maintenance manuals; reports malfunctions to proper persons.

Greases and changes oil on pumps, motors and engines in accordance with established procedures.

Reads meters and gauges to determine efficient equipment operation; records readings.

Receives training in water quality testing, amounts of chemicals for safe usage, laboratory operations, the proper use of test equipment, and the methods and techniques used in maintaining facilities and equipment.

Receives training in problem-solving and methods for diagnosing and correcting malfunctions and resetting relays and control system components.

May perform, under direct supervision, the full range of duties of a Water Reclamation Plant Operator I related to the primary functional area as part of a learning situation.

Cleans tanks and other equipment; maintains facilities and grounds in a clean, safe and orderly condition.

Maintains a variety of records, logs and reports.

Operates vehicle to travel to various District facilities.

Performs related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Basic operating principles and methods of pumps, valves, electric motors, diesel engines and electronic, computerized and manual control systems; basic functions and servicing requirements of the equipment used in a waste water treatment facility; basic principles, methods, practices and techniques utilized in chemical, bacteriological and biological analyses.

### **Ability to:**

Learn the operation of a variety of pumping, treatment and control equipment and machinery, including digital control equipment and computers; accurately read meters, gauges, valve books, blueprints and schematic drawings; make mathematic calculations, including metrics; establish and maintain effective relationships with those encountered in the course of the work; work independently and exercise sound judgment in performing assignments; follow and apply oral and written work instructions; prepare basic records and reports of work performed; operate and maintain hand and power tools pertaining to the work; follow safety practices and procedures pertaining to the work.

### **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, including or supplemented by course work in chemistry, biology or waste water treatment technology; or an

equivalent combination of training and experience. .

### **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 Resources Control Board Waste Water Treatment Operator I Certificate must be obtained within fifteen months from date of hire to advance to the Operator I 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 to finger, handle, 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 and occasionally lift and/or move over 100 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 the public.

## **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 in extreme outside weather conditions, near moving mechanical parts, in high or precarious places, and is exposed to wet and/or humid conditions, vibration, fumes or airborne particles, toxic or caustic chemicals, and the risk of electrical shock. The noise level is frequently loud.

The employee is required to work rotating shifts and weekends and is subject to 24-hour call out.

**FLSA DETERMINATION:** Non-exempt.