

JOB DESCRIPTION

City of Patterson



Human Resources

WASTEWATER OPERATOR IN TRAINING

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under close supervision from the Chief Plant Operator, the Wastewater Operator in Training learns to perform a full range of monitoring, maintenance, operations and repair work on the City's wastewater treatment system and facilities; performs routine operational, maintenance and cleaning tasks; maintains a variety of records and reports related to wastewater system operations; may operate computers for process control and monitor the SCADA system; and performs related work as assigned.

The Wastewater Operator In Training (OIT) is the trainee-level classification within the Wastewater Operator series. This classification is distinguished from the entry-level Wastewater Operator I by the performance of less complex, more routine tasks and duties under close supervision, while learning to perform a full range of semi-skilled work related to the operation and maintenance of all equipment at a wastewater treatment plant. These classifications are flexibly staffed. Upon recommendation of the Department manager, positions in this classification advance to the entry-level I classification after gaining the required experience and certifications, developing the proficiency to perform the full range of entry-level job duties and consistent exemplary job performance ratings.

SUPERVISION RECEIVED AND EXERCISED

Receives close to general supervision from the Chief Plant Operator; may receive assignments from a Wastewater Operator III.

This position does not routinely exercise supervision.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Monitors wastewater treatment system operations; reads charts and gauges; notes operational problems; and recommends adjustments to maintain system balance.

Inspects pumps, sump pumps, ventilators and air supplies; primes pumps as needed.

Following proper procedures, gathers samples at appropriate sampling points and records information; and performs basic laboratory tests, as needed.

Performs a variety of preventive maintenance tasks; cleans and monitors the operations of automatic samplers;

checks and maintains proper oil levels in equipment; reads and adjusts pressures and flows for seal water; changes charts; and bleeds off compressed air reservoirs.

Checks and maintains proper status of chlorination/de-chlorination equipment; and fills oil reservoirs to maintain proper levels.

Checks flow patterns of water and sludge; ensures proper operation of stand-by-generators; measures sludge depths and trouble shoots the sludge pumping system; and checks sludge temperature before and after circulation through heat exchangers.

Tests proper operations of residual analyzers and chlorination/de-chlorination levels; checks gas traps and drains accumulated liquids.

Maintains the facility in a clean, orderly, and safe condition; and performs routine grounds maintenance work as needed, including painting and landscaping work; and performs preventive maintenance as assigned.

Inspects and cleans lift stations facilities and grounds.

Uses a variety of testing equipment following related procedures.

Safely operates a variety of equipment and hand power tools.

Maintains a variety of records and reports related to wastewater system operations.

Under supervision, may operate computers for process control and monitor SCADA systems, and to maintain the daily operational logbook.

Learns to perform calculations related to process control and process optimization.

May assist in taking primary and secondary digesters out of service, cleaning and then placing back in service.

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Basic principles, methods and practices pertaining to the operation and maintenance of a wastewater treatment facilities and systems; basic mechanical, electrical and hydraulic principles; basic arithmetic; common hand and power tools related to the work; operation of personal computer and common software applications; and safe work practices.

Ability to: Learn and perform a wide range of assignments in the operation, maintenance, adjustment and repair of the City's wastewater treatment system; learn to inspect and monitor wastewater treatment facilities and systems for proper and safe operating conditions; learn to collect samples and to conduct basic laboratory tests; learn to skillfully use a variety of hand and power tools used in the maintenance, testing, monitoring, adjustment and repair of wastewater treatment facilities and systems; learn and maintain detailed and accurate operational logs, records and reports; learn and operate specialized computer programs; learn and effectively operate testing equipment; learn applicable laws, rules, regulations and environmental requirements; communicate clearly and concisely, both orally and in writing; deal tactfully and courteously with the public; and establish and maintain effective working relationships with those contacted in the course of work.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent.

Experience: One (1) year of experience working in public works operations, maintenance and/or construction.

License or Certificate: Possession of a valid California Class C driver's license is required at the time of appointment and must be maintained as a condition of employment.

Must pass the certification exam for a Grade I Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board by the end of the probationary period.

PHYSICAL REQUIREMENTS

Physical Requirements: On a daily basis, the essential duties of the job require the ability to walk, bend, stoop, crouch, climb ladders up to 40 feet, and stand for extended periods of time; to use hand strength and finger dexterity to operate hand and power tools and equipment and to use a computer; to use hands and arms to reach; to see well enough to read, write and make observations; to hear well enough to converse on the radio, telephone and in person; to use hands and feet to operate assigned vehicles and heavy equipment; to use body strength to perform heavy manual labor for extended periods and to lift, carry, push and pull equipment and parts that occasionally weigh up to 150 pounds; and to tolerate extreme fluctuations in temperature while performing essential functions of the job.

Environmental Conditions: Essential duties of the job are performed in both inside in an office environment and outside under varying weather conditions with daily exposure to continuous noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, grease, oil and electrical energy; essential duties require working with hands in water, on uneven and slippery surfaces, around moving vehicles and vibrating equipment and on equipment with moving parts, on ladders and/or scaffolding; and occasionally in confined spaces.

This classification is assigned to the miscellaneous bargaining unit for labor relations purposes and are subject to overtime, standby and callback assignments.

FLSA Status: Non-Exempt

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