

Carpinteria Sanitary District Job Description

Job Title: Wastewater Treatment Plant Operator In Training
Department: Plant Operations
Reports To: Treatment Supervisor
FLSA Status: Non Exempt

SUMMARY

Under direct supervision, monitors wastewater treatment plant processes; performs routine laboratory tests and a variety of duties in the cleaning, maintenance and operation of a wastewater treatment plant. Employees in this job classification may progress to the Wastewater Treatment Plant Operator I position once they have mastered the full range of duties performed by a Plant Operator and have obtained their Grade I Wastewater Treatment Plant Operators Certificate.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Participates in assigned treatment plant rounds including inspecting, monitoring and documenting plant operations by reading plant equipment gauges, graphs and other instruments.

Assists in operating and adjusting treatment plant pumps, motors, chemical feeders, and other equipment to properly maintain treatment processes.

Maintains, compiles and updates operations logs and reports.

Performs and records mathematical calculations related to plant operational activities under supervision.

Collects wastewater samples and conducts basic laboratory tests.

Assists in maintaining, installing, repairing and servicing plant process equipment, including pumps, valves, motors, meters and other equipment.

Operates motorized equipment such as front-end loaders, forklifts, articulated wheel loaders and dump trucks.

Performs overtime related duties and responsibilities as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge Of: Basic treatment processes used in a wastewater treatment plant; safe work practices; wastewater and biosolids sampling techniques and record keeping. Knowledge of tools and practices commonly used for mechanical repairs, masonry, plumbing, and carpentry.

Ability To: Operate, monitor and maintain plant processes; perform mathematical calculations necessary to determine operating parameters; exercise sound independent judgment within areas of responsibility; conduct laboratory tests and analysis; read and interpret gauges and recording devices monitoring plant operations; operate motorized equipment used in plant operations; establish and maintain effective working relationships with those encountered in the course of work.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED)

Completion of a Wastewater Treatment Plant Operator Trainee program or an equivalent combination of training and experience to qualify and obtain a California State Water Resource Control Board Grade I Wastewater Treatment Plant Operators certificate within 18 months from the date of hire.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, logbook entries and correspondence. Ability to speak effectively before groups of customers or employees of the District.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California Class C driving license with a satisfactory driving record

Must obtain a Wastewater Treatment Plant Operator In Training Certificate from the California State Water Resources Control Board within 30 days from the date of hire.

Must obtain a Grade I Operator Certification Certificate from State Water Resource Control Board within 18 months.

Ability to obtain American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) certificate.

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 disabilities to perform the essential functions.

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

and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee is occasionally required to work in confined spaces or other areas with potentially hazardous atmospheres requiring the use of self contained breathing apparatus (SCBA) or respirators and in that respect is required to follow the District's facial hair policy.

MENTAL DEMANDS

While performing the duties of this class, employees are regularly required to use oral and written communication skill; read documents or instructions; analyze and solve problems; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; Work under constantly changing deadlines and priorities with constant interruptions.

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 disabilities to perform the essential functions.

The work environment may include:

- Vibration from tools
- Moving mechanical parts
- Fumes and/or other airborne particles
- Chemical toxins & caustics
- Lo-voltage electricity
- Loud areas and equipment

The employee may work in:

- Above or below ground areas
- Wet and/or humid conditions
- Ambient weather

CARPINTERIA SANITARY DISTRICT
Physical Requirements and Potential Hazards

Position: OIT

| NA = Not Applicable, NE = Requirement is present but Not Essential, O = Occasional. F = Frequent, C = Continuous | N A | N E | O | F | C |
|---|--------|--------|---|---|---|
| Sitting | | X | | | |
| Walking | | | | X | |
| Standing | | | | X | |
| Running | X | | | | |
| Bending or twisting | | | | X | |
| Squatting or kneeling | | | | X | |
| Reaching above the shoulder level | | | | X | |
| Climbing (e.g. ladders) | | | | X | |
| Driving cars, light duty trucks | | | X | | |
| Driving heavy duty vehicles | | X | | | |
| Using foot controls | | X | | | |
| Repetitive motion of hands/fingers | | | | X | |
| Grasping with hand, gripping | | | | X | |
| Lifting/carrying no more than 50 pounds | | | X | | |
| Pushing/Pulling | | | | X | |
| Work in/exposure to inclement weather | | | X | | |
| Exposure to dust, chemicals or fumes | | | | X | |
| Use of hazardous equipment (e.g. chainsaws) | | | | X | |
| Swimming, scuba diving | X | | | | |
| Work at heights (e.g., towers, poles) | X | | | | |
| Exposure to infection, germs, or contagious diseases | | | | X | |
| Exposure to needles or sharp implements | | | X | | |
| Exposure to electrical current | | X | | | |
| Seeing objects at a distance | | X | | | |
| Seeing objects peripherally | | X | | | |
| Seeing close work (e.g., typed print) | | X | | | |
| Distinguishing colors | | | X | | |
| Hearing conversations or sounds | | | | X | |
| Hearing via radio or telephone | | | X | | |