

JOB TITLE: Operator Trainee

WWW/6

DEPARTMENT: Water and Wastewater, City of Flowery Branch

JOB SUMMARY: This position performs as a trainee in either water or wastewater treatment plant operations.

MAJOR DUTIES:

- o Participates in on-the-job training procedures, techniques, and methods designed to develop knowledge and skills associated with operating either a water or wastewater treatment plant.
- o Assists in monitoring treatment process and makes necessary adjustments as indicated by current conditions.
- o Collects either water or wastewater samples for standard tests, such as biochemical oxygen demand, dissolved oxygen, suspended solids, pH, chemical, and bacteriological analysis.
- o Assists in determining and adding specified amounts of chemicals such as chlorine to disinfect, deodorize, and clarify water.
- o Assists in monitoring performance of machinery and equipment used to control the treatment process.
- o Assists in calibrating laboratory equipment and adjusting chemical feeders to ensure optimal treated water.
- o Assists in inspecting valves, pumps, and plant equipment.
- o Assists in preparing inspection sheets, logs, and flow charts; maintains records; enters data to computer.
- o Assists in tending pumps, blowers, feed pumps, centrifuges, dry and wet chemical feeders, aerators, telescopic settings, wet well, and other equipment used to decontaminate wastewater; checks basins.
- o Assists in performing preventive and corrective maintenance on equipment.
- o Performs routine cleaning of equipment and work areas.
- o Performs housekeeping and grounds maintenance duties.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of water/wastewater treatment processes.
- o Knowledge of mathematics, biology, and basic chemistry.
- o Knowledge of state and local wastewater treatment guidelines and procedures.
- o Knowledge of plant and mechanical operations.
- o Knowledge of safety procedures.
- o Skill in reading various meters.
- o Skill in operating a computer.
- o Skill in operating water pollution control equipment such as a centrifuge, chlorinator, samplers, and blowers.
- o Skill in the use of basic tools such as packing tools, socket wrenches, power tools, and screwdrivers.
- o Skill in the use of grounds maintenance equipment.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Water and Wastewater Director assigns work in terms of general instructions. The supervisor reviews completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

**GUIDELINES:** Guidelines include plant regulations, city and department policies and procedures, federal EPA and state EPD guidelines, and established procedures for water or wastewater treatment. These guidelines are generally clear and specific, but require some interpretation in application.

**COMPLEXITY:** The work consists of related water or wastewater treatment duties. Changes in water quality and inclement weather conditions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to help ensure the proper operation of the water or wastewater treatment facility. Successful performance in the job contributes to the safe handling and effective treatment of water or wastewater.

**PERSONAL CONTACTS:** Contacts are typically with co-workers.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information.

**PHYSICAL DEMANDS:** The work is performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

**WORK ENVIRONMENT:** The work is performed both indoors and outdoors. The employee is exposed to noise, dust, grease, machinery with moving parts, contagious or infectious diseases, raw sewage, irritating chemicals and occasional inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o No experience requirements.
- o Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.