

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: TREATMENT PLANT OPERATOR-IN-TRAINING

REPORTS TO: Lead Treatment Plant Operator TYPE: FBEO, Non-Exempt

*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*

POSITION SUMMARY:

This is a trainee level of the Treatment Plant Operator series. Under close supervision, learns and performs the duties of the journey-level operator in maintaining and operating the equipment and facilities of the water and wastewater treatment plants. Work is performed in conjunction with home study from California State University, Sacramento. Courses shall include:

- Operations Of Wastewater Treatment Plant, Volume I
- Water Treatment Plants Operation, Volume I
- Water Distribution System Operations

ESSENTIAL FUNCTIONS:

Physical requirements:

Ability to lift items of up to 50 pounds to level of waist; small motor skills; sense of feel, smell; ability to hear and give oral instructions and hear equipment sounds; frequent walking on hard, uneven and or slippery surfaces; bending, kneeling, squatting working on ladders and scaffolding; climbing ladder of up to 40 feet in height; frequent bending, squatting and kneeling; ability to speak, read and write English, read instructions and write information on reports.

Constant exposure to sun; working in low temperatures and high humidity environment; exposure to objectionable odors loud noise and vibration; exposure to airborne dust; use of senses of vision, hearing and smell to diagnose problems; work in confined space or cramped body position; use of a full face respirator.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

TYPICAL DUTIES AND RESPONSIBILITIES:

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

- Monitors and adjusts the operation of water and wastewater treatment plant pumps, motors and other equipment.

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- Reads gauges, dials and other instruments that depict and/or record data.
- Checks and calibrates chemical feed equipment.
- Services, maintains, and repairs a variety of plant equipment, including pumps, valves, motors, filters, meters, and related plant equipment.
- Assists in performing laboratory tests and interprets results for the purpose of plant control.
- Inspects treatment plant equipment and facilities to locate needed repairs, and make repairs to various plant equipment as required.
- Inspects and maintains water and wastewater distribution and collection facilities.
- Keeps records and prepares necessary reports.
- Assists in conducting a variety of chemical and physical tests.
- Maintains logs and records.
- Inspects water sources and water storage tanks.
- Performs general plant maintenance work such as sweeping, cleaning, painting, and landscaping.
- Performs chemical tank changes while using appropriate safety equipment.
- Operates the plant computer systems.
- Performs other related duties as required.

MATERIALS, EQUIPMENT AND TOOLS:

Electrical testing equipment, grinders, torches, hammers, pneumatic chipping tools, landscape loader, motor vehicles, face shields, gloves, goggles, laboratory meters and equipment, shovels, rakes, wrenches, personnel hoist, chain saw, calculator, electric meters, computers, chemical/oxygen sensors and safety equipment.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Operating principles of valves, pumps, motors and various types of electrical and electronic equipment.
- Operations and routine maintenance of mechanical equipment including pumps and electric motors.
- Principles and practices of work safety.
- Principles and methods of water and wastewater treatment, including basic chemistry and hydraulics as applied to water/wastewater treatment.
- Chemical and biological tests used in monitoring water and wastewater treatment plant processes.
- Mechanics of pumps and motors.

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- Purposes and uses of tools and equipment used in the overhaul, repair, adjustment and modification of plant equipment.
- Operations and maintenance requirements of light and heavy power driven equipment.

Ability to:

- Operate, repair and maintain treatment plant facilities and equipment.
- On a continuous basis, know and understand all aspects of the job and observe safety rules.
- Read and interpret gauges and other recording devices reflecting treatment plant operations.
- Perform various laboratory tests and document results of same.
- Diagnose operating problems and take effective course of action.
- Operate a front-end loader.
- Understand and carry out oral and written directions.
- Lift heavy objects.
- Work cooperatively with others; establish and maintain effective working relationships with those contacted in the course of daily operations.
- Maintain good personal hygiene.
- Keep records and maintain reports.
- Perform chemical tank changes utilizing appropriate safety equipment.
- Work in confined spaces.
- Work weekends and holidays, and to respond to emergency calls during off-duty hours.

REQUIRED EXPERIENCE/EDUCATION

- High school diploma or GED; and
- Possession of a valid Class C or higher California driver's license.

SPECIAL REQUIREMENTS:

- Wear respiratory protection equipment and pass an annual respiratory fitness test.
- Persons employed in this classification will be required to complete a training program and successfully pass examinations to obtain Grade T2 Water Certification, Grade 2 Wastewater Treatment Plant Operator Certification and Water Distribution D2 Certification within the first 30 months of employment. Persons employed in this classification must make continued progress in training course work, completing the course work within the first 18 months of employment.
- The Operator in training is considered a "first responder" during emergency conditions; candidates must live within thirty (30) minutes travel time of the City's Corporation Yard (31301 Cedar Street, Fort Bragg, CA 95437).

DESIRABLE EXPERIENCE/EDUCATION:

Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

