



Water/Wastewater Plant Operator Trainee

Category: Classified
Pay Grade: C16
Job Code: 17181

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs entry trainee level for the water and/or wastewater plant operator line of work; receives training, education, and experience in water and/or wastewater treatment plant operations, monitoring, maintenance, and/or repair of pumps, motors, treatment systems, generators, and related support systems; performs collection, analysis, reporting, and processing of a variety of samples; performs routine work and obtains on the job training and guidance from more experienced staff when completing non-routine tasks and functions.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Receives orientation and training to plant processes and operations;
- Assists more experienced operations personnel to acquire skills necessary to perform independently upon completion of training;
- Operates and maintains a variety of pumps, motors, treatment systems, generators, and related support systems;
- Operates and maintains lift stations;
- Monitors and controls Supervisory Control and Data Acquisition (SCADA) systems;
- Monitors emergency bypass pumping;
- Cleans, calibrates, adjusts, and maintains chemical feed systems;
- Calibrates and adjusts flow meters;
- Operates and maintains overhead cranes;
- Cleans bar screens;
- Collects and processes a variety of samples;
- Prepares and submits data to be reported in the Florida Department of Environmental Protection (DEP) monthly operating reports;
- Prepares various in-house operating reports;
- Performs data reporting, assembly, evaluation, and archiving;
- Performs facility housekeeping;
- Provides customer service and promotes positive public relations;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Must possess a high school diploma or equivalent and agree to complete a Florida Department of Environmental Protection (DEP) approved training course to obtain a passing score on the Florida Water or Wastewater Plant Operator Class "C" License as set forth in Florida Administrative Code Chapter 62-602, DEP describing Water or Domestic Wastewater Treatment Plant Operators and Water Distribution System Operators license requirements. The candidate must possess at least a "C" license by no later than two (2) years of appointment; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to terminate employment for failure to maintain and achieve necessary training, education, experience, and required license(s) to perform in designated area of assignment.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the functions and servicing requirements of a water or wastewater treatment plant operation, as well as the general operation knowledge of utility specific machinery and equipment, such as filters, pumps, valves, generators, mixers, and filling machines utilized in water or wastewater treatment operations;
- Knowledge of basic chemistry tests and related mathematics;
- Knowledge of the function and processes of computer control and interface systems;
- Knowledge of potable water production and wastewater treatment processes;
- Skill in operating and servicing mechanical equipment utilized in operation of water and wastewater treatment plants;
- Ability to apply computer applications and software;
- Ability to perform basic laboratory tests;
- Ability to adjust and regulate a variety of automatic or manually controlled auxiliary equipment to ensure safe operations;
- Ability to anticipate and adjust systems due to changing factors, such as, water quality, weather, and other factors;
- Ability to operate water treatment plants to pump or treat water for domestic or industrial use;
- Ability to understand and follow oral and/or written instructions;
- Ability to communicate courteously and tactfully with members of the public;
- Ability to use or repair small, medium, and heavy equipment and machinery.

PHYSICAL/MENTAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.

- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment requiring decisions that could lead to major community or organizational consequences if the appropriate decision is not made at the time.