CITY OF TALLADEGA
JOB DESCRIPTION

Job Title: Wastewater Treatment Operator Trainee

Department: Water and Sewer

FLSA: Non – Exempt

Grade: 3
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: June 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Wastewater Treatment Supervisor

Subordinate Staff: None

Other Internal Contacts: Customer Service; Water Treatment Division; Public Works

External Contacts: Alabama Department of Environmental Management (ADEM); Environmental Protection Agency (EPA); Contractors; Vendors

Job Summary

Under the immediate supervision of the Wastewater Treatment Supervisor, the employee performs work monitored closely by a certified operator, who provides instructions and guidance in the capacity of a lead worker. More independence of action is granted as the employee learns the safe and efficient operation of chemical and plant controls and maintenance of plant equipment. No supervision is exercised over other employees. This is entry level work participating in an on-the-job training program which becomes increasingly more responsible as concepts and procedures are learned and put into practice. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Wastewater Plant Operations and Testing. Performs apprentice wastewater plant processes and learns to operate equipment per established procedures to ensure proper treatment of wastewater per federal/state regulations.

1. Follows detailed instructions in performing tasks involving wastewater treatment.
2. Acts as helper in any phase of the work.
3. Assists in recording data and report preparation.
4. Learns to collect samples of wastewater; assists in performing tests and interpreting results.
5. Performs quality control tests to determine the composition of water and to ensure compliance with federal and state regulations for turbidity, chlorine, fluoride, alkalinity, pH, alum, and hardness on both raw and finished water.
6. Collects water samples for transport to independent laboratories for analysis.
7. Checks City pumping stations daily.
8. Processes dump tickets for septic haulers.

ESSENTIAL FUNCTION: Wastewater Facility Maintenance. Performs maintenance on wastewater equipment and facilities.

1. Performs labor tasks to include washing and cleaning buildings, cutting grass and weeding, sweeping and mopping floors, digging out and raking drying beds, painting, etc.
2. Assists in troubleshooting problems with mechanical equipment.
3. Assists in making minor repairs to pumps, motors, mechanical feed equipment, gates, valves and related equipment.
4. Learns and performs routine preventative maintenance tasks on equipment, tools and machinery.
5. Performs inspections of underground fuel storage tanks.
6. Performs other job related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of City wastewater treatment and collection systems.
3. *Knowledge of the principles, practices, materials, chemicals and equipment used in wastewater processing.
4. *Knowledge of testing procedures and requirements under ADEM guidelines.
5. *Knowledge of chemical reagents and their interaction.
6. *Knowledge of water hydraulics.
7. Knowledge of the operation of electric motors, pumps, chemical feeders and related equipment.
8. Knowledge of basic equipment troubleshooting techniques.
9. Knowledge of use of hand and power tools.
10. Knowledge of safety rules including accident causation and prevention.
11. Communication skills to effectively communicate internally and externally, both orally and in writing.
12. Reading skills to comprehend and interpret gauges, operator manuals, directives, procedures and instructions.
13. Verbal skills to communicate effectively with supervisor and co-workers.
14. Writing and grammar skills to clearly and concisely compose correspondence, prepare documents, logs, reports, forms, records, etc.
15. Math skills to perform technical calculations and ratios for chemical applications as needed.
16. Ability to perform mathematical computations rapidly and accurately.
17. Ability to read charts, meters and related equipment monitors accurately.
18. Ability to maintain records and complete reports.
19. Ability to learn plant testing and laboratory procedures.
20. Ability to establish and maintain effective working relationships with other employees and the general public.
21. Ability to troubleshoot equipment.
22. Ability to organize and multi-task.
23. Ability to understand and follow both written and oral instructions.
24. Ability to use hand and power tools.
25. Ability to use computers and office productivity software.
26. Ability to handle stressful situations.
27. Ability to handle and use hazardous chemicals.
28. Ability to wear personal protective equipment (PPE) as required.
29. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. One (1) year of work related experience in operating and maintaining various types of equipment.
3. Possess a current and valid driver’s license and be insurable.

4. Ability to obtain and maintain a valid Alabama Grade III Wastewater Treatment Plant Operator Certification within twenty-four (24) months of hire.
5. Ability to work non-standard, shift work hours.
6. Ability to be on-call.
7. Ability to travel.
8. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Acknowledgment

I acknowledge that I have received a copy of my job description.
I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.

Printed name Signature Date