

## **WATER TREATMENT PLANT OPERATOR TRAINEE**

Grade: 11  
Full time/Part time, non-exempt, emergency  
Effective: 06/25/2019

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs semiskilled work operating a water treatment plant in a training capacity; does related work as required. Work is performed under the moderate supervision of a Water Treatment Plant Licensed Operator. Class 4 or Higher.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, atmospheric conditions, and wearing a self contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

1. Training in the operation of a water treatment plant; taking samples; performing routine laboratory tests; helping to ensure proper plant operation; maintaining records and files; preparing reports.
2. Assists in the operation of a water treatment plant; makes regular inspections of plant and equipment ensuring continuous and effective operation.
3. Reads meters, gauges, and dials, records statistical data and keeps logs of readings.
4. Starts, stops, and makes minor repairs to pumps, motors, and equipment; reports any problems or need for equipment repair to supervisor.
5. Assists with controlling the transfer of the volume of sludge from settling tanks to waste tank; adds, replaces and maintains appropriate chemical levels by adjusting system controls in treatment plant's systems and components.
6. Collects water samples and performs laboratory tests; identifies concentrations of chemical, physical, or biological characteristics of water; records findings in log book; evaluates data and writes reports.
7. Assists with a variety of preventive maintenance tasks such as oiling and adjusting power driven water pumps, minor construction projects/ prep and paint, adding oil to system components, cleaning equipment, changing oil, repairing pumps, valves, and drive units, draining and cleaning tanks and basins, etc.
8. Checks wells and assists with their maintenance; ensures that plant wells and pump stations operate within required standards.
9. Unloads chemical deliveries and loads chemicals into feed equipment.
10. Operates pump stations and valves to control and adjust flow and treatment process.
11. Answers telephones and radios; makes copies of forms and records; maintains files and log records.
12. Performs building and grounds maintenance including cleaning, mowing, and weed eating.
13. Performs related tasks as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Some knowledge of equipment, facilities, materials, methods and procedures used in water treatment plant maintenance and operation activities; some knowledge of laboratory procedures and practices for testing water samples; some knowledge of safety procedures and equipment used in performing assigned work; ability to perform routine monitoring of plant operations and to identify and implement needed control procedures; ability to operate and maintain water treatment equipment; ability to perform process control calculations; ability to communicate effectively orally and in writing; ability to understand and carry out oral and written instructions; ability to keep written records; ability to establish and maintain effective working relationships with associates.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Ability to acquire a Class IV Water Treatment Plant Operator's license within 9 months of full time employment or 12 months part time employment at 29 hours per week.

### **DISCLAIMER:**

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job