



WASTEWATER OPERATOR TRAINEE

REPORTS TO: OPERATIONS MANAGER

SUMMARY

Under general supervision of the Operations Manager, performs a variety of manual labor and entry-level work not requiring specific certifications in the operations, maintenance and repair of mechanical, hydraulic and related treatment facility equipment.

POSITION CHARACTERISTICS

This is the entry and first working level as a Wastewater Treatment Plant Operator. Trainee will learn and perform a variety of monitoring, maintenance, operations, and repair work on the District's wastewater treatment system and facilities. There is considerable similarity in assignments between Wastewater Treatment Plant Operator I and II, with the skill and knowledge differences based on the certification level required. Many assignments at the Operator I level are performed in a training learning capacity under the title of Operator Trainee.

IMPORTANT AND ESSENTIAL DUTIES

1. Operates gates and valves associated with performing their maintenance duties.
2. Inspects and cleans lift stations facilities and grounds. Uses a variety of testing equipment and procedures. Operates a variety of equipment and hand and power tools.
3. Performs routine pickup and delivery of materials for the District.
4. Removes, cleans, and replaces screens, filters, and air diffusers. Assembles and disassembles piping and fixtures such as small diameter steel or PVC pipe, bolted air header parts, access covers, hardware, etc.
5. Learn the use of simple written records and computer forms within the Treatment Facility.
6. Assist with emergency work within the facility.
7. Work within District safety guidelines.
8. Performs general cleaning to the District's equipment and facilities. Cleans treatment structures such as basins, weirs, and tanks.
9. Assist with general mechanical services on District owned vehicles, lawn mowers and other equipment.

OTHER RELATED DUTIES

1. Assist in Collection System duties as assigned.
2. Assist in preparing work sites and transporting required tools and equipment to the work site and returning to proper place upon completion.
3. Establish positive working relationships with the District management and staff, other agencies and the public.
4. Take part in the District's on-call, stand-by program.
5. Learn basic operation of the Districts Instrumentation and Control systems.
6. Become familiar with District boundaries and mapping systems.

7. Perform other related duties as required.
8. Under supervision, may operate computers for process control and monitor SCADA systems, and maintain daily operational logbook.
9. Learns to perform calculations for process control and process optimization.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

1. Safe work practices.
2. Safe use, care and maintenance of basic hand and power tools.
3. The use of personal computers including word processing and spreadsheet software applications.

Ability to:

1. Perform heavy manual labor.
2. Deal tactfully with the public and others in providing information, answering questions and providing customer service.
3. Operate a motor vehicle safely.
4. Read, understand, and follow posted work rules and procedures; understand and follow written and verbal instructions.
5. Observe and display appropriate cleanliness, hygiene and appearance standards.
6. Communicate clearly and concisely, including orally, in writing and with the use of a computer when required.

EXPERIENCE AND EDUCATION GUIDELINES

A minimum Colorado “D” Wastewater Certification is required or be able to obtain a “D” Wastewater certification within 6 months of hire via testing or reciprocity.

Driver’s License:

Possession of, or ability to obtain, within 6 months of employment, a valid Colorado Commercial Class B driver's license, and a motor vehicle record which meets the District's Driving Standard. Once obtained, continued maintenance of the valid Colorado Commercial Class B driver’s license, compliance with the District’s vehicle operation standards, and the ability to be insured for the operation of a vehicle / District vehicle are conditions of continuing employment. This position is subject to the requirements of the Colorado Department of Transportation (CDOT) Regulations for random drug and alcohol testing.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, climb ladders, and work at heights, sit, walk, squat, reach, and twist; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move

over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Additionally, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to confined spaces; fumes and airborne pathogens; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. Employees in this classification may perform duties that involve a potential risk of exposure to blood borne pathogens. In addition, employees use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment and work in heavy traffic conditions. The noise level in the work environment can be loud.