

WATER RESOURCES PLANT OPERATOR TRAINEE

JOB DESCRIPTION

Classification Responsibilities: A Water Resources Plant Operator Trainee is responsible for learning the basic technical aspects related to the operations and basic maintenance of either the Water Treatment or Wastewater Treatment plants (*by assignment*). A trainee shall receive hands-on training by assisting with and participating in water treatment or reclamation plant processes for operations, maintenance, and analytical laboratory testing. Duties include assisting with plant operations and basic equipment maintenance including all processes related to the treatment of potable water or wastewater. All Water Resources Plant Operator Trainee's shall use appropriate safety equipment and follow safety procedures in performing assignments. Trainees have the potential to be exposed to job related hazards such as toxic chemicals, chlorine gas, ozone, raw sewage, sludge, and adverse weather conditions. This class performs other duties as required.

Distinguishing Features: This is a trainee class in which the employee learns to perform the full scope of a Water Resources Plant Operator I through on-the-job training. An employee in this class is trained in entry level assignments related to the technical aspects of Water or Wastewater Treatment (*by assignment*). The Trainee shall receive close supervision from higher level Water Resources Operators and direction from the Water Resources Plant Supervisor, who reviews the employee's work in progress through meetings and by the evaluation of results achieved. A Trainee is expected to progress to a Water Resources Plant Operator I by non-competitive promotion upon meeting the specific criteria-based promotion requirements of experience, performance, certification, and on the job training. An incumbent who fails to complete the training and non-competitive, criteria-based promotion within one-year of hire into the position may be transferred, demoted, or terminated. Employees in this class may work evening or weekend shifts as part of their training program. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, or experience equivalent to graduation from high school or GED.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date. Must obtain a 40-hour HazWoper Certification as per the Occupational Safety and Health Administration (OSHA) within one year and must attend an eight (8)-hour refresher course annually to maintain certification.

Potable Water Treatment Plant Assignment: Must obtain a Grade I (or higher) Water Treatment System Operator certification from the Arizona Department of Environmental Quality (ADEQ) within six months of hire or promotion date. Shall be responsible for acquiring a minimum of 30 Professional Development Hours (PDHs) every three years to maintain ADEQ Certification. Must meet the physical standards and requirements for the wearing of Self-Contained Breathing Apparatus (SCBA) respiratory protection equipment by hire or promotion date.

Water Reclamation Plant Assignment: Must possess a Grade I (or higher) Wastewater Treatment System Operator certification from the ADEQ within six months of hire or promotion date. Shall be responsible for acquiring a minimum of 30 Professional Development Hours (PDHs) every three years to maintain ADEQ Certification

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing, as outlined in City policy and procedures.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities, which may be found in positions of this classification.

Communication: Prepares written logs; maintains written data on test results, gauges, and meter readings; and relays operational information to coworkers.

Manual/Physical: Operates a motor vehicle requiring a valid Class D Arizona Driver's License in order to complete assignments, drive to water plants, or pick up supplies. Uses common hand tools such as hammers, screwdrivers, and pliers to operate equipment and perform maintenance tasks. Cleans work area and equipment. Works around or uses potentially hazardous material requiring the use of specialized equipment. Lifts and carries heavy (up to 50 pounds) loads. May perform yard work, sweep plant areas, and perform general housekeeping duties. Works in all weather conditions. Meets scheduling and attendance requirements.

Mental: Learns to do the following: monitors control panels, gauges, and meters to ensure proper plant operations; operates valves, gates, and pumps; operates a remote-control device; checks chemical tank levels; adjusts flow rate and chemical feed rate; mixes chemical solutions; and operates laboratory equipment to perform analysis. Collects samples, submits for laboratory testing, and at times, performs routine laboratory testing.

Knowledge and Abilities:

Knowledge of:

the equipment used in a modern, conventional water treatment/reclamation plants;
the chemical and physical processes used to treat potable water;
the biological, chemical, and physical processes used to treat wastewater (example: screening, sedimentation, nitrification/denitrification, filtration, disinfection, centrifugation, and digestion);
the basic maintenance needs of water treatment/reclamation equipment; and
standard water treatment/reclamation operating procedures.

Ability to:

determine processing requirements;
sample the influent and effluent at various stages of processing to determine the effectiveness of the treatment process and any adjustments that are necessary;

identify problems and ensure proper and efficient operation or treatment of the treatment/reclamation plant; and
establish and maintain effective working relationships with management, coworkers, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

New 9/25

TR/js/ah

CS4133

EEO-SCW

JOB FCTN-TEC

Non-DOT Safety and Security-Y

CDL-N

RESP-Y

PAY GRADE: 41

IND-7520 – Water Treatment

IND-7580-Water Reclamation

SWORN-N

Non-DOT Random-N

DOT-N

INCREMENTS 074-200