

JOB DESCRIPTION

Job Title: Wastewater Operator-In-Training (OIT)

General Job Summary:

Under direct supervision of the District Wastewater Chief Plant Operator and certified Wastewater Operator(s) on duty, the Wastewater OIT performs basic tasks and learns to perform more difficult and complex tasks in the maintenance, operation and construction tasks for the District's wastewater facilities, including treatment plant, collection system, disposal facilities, and other associated facilities.

This position is an entry-level trainee position for the District's Wastewater Operator position.

Job Function and Responsibilities:

This list generally describes the general job duties and functions. It is not all inclusive; the omission of specific statements of duties does not exclude them from the position. Other duties, as assigned or required, may be needed to accomplish objectives.

- Assists in monitoring and controlling the operation of District wastewater treatment and pumping facilities to achieve proper processing of wastewater within mandated operating requirements.
- Assists in monitors the treatment processes, develops spreadsheets and enters data in appropriate logs, and submits reports as required.
- Tests operating and auxiliary equipment.
- Logs readings from meters, gauges, and recording charts.
- Makes visual inspections of plant operations to insure that operational problems have been located and adjusted.
- Assists in operating valves and controls to feed chlorine and other chemicals into the systems.
- Inspects pumps, motors, valves, filters, meters, and related plant equipment, performing preventive maintenance and repairs.
- Assists in collecting samples for basic laboratory tests and performs analytical procedures.
- Performs general maintenance on facility grounds.
- Maintains records and logs for updating required reports on plant operations.
- Inputs data into computer to develop database for generating plant operations reports.
- Operates a District vehicle, driving to pump stations and other facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA plant safety procedures.

Required Qualifications:

Knowledge of:

- Materials, tools and equipment used in the operations, maintenance, construction, monitoring and repair of wastewater treatment, collection and disposal systems.
- Operation and application of Microsoft Word and Excel.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Physically and mentally perform the necessary tasks for operations and maintenance of wastewater treatment, disposal, and collections facilities, systems and equipment, including operation of all District vehicles and equipment.
- Solve simple algebraic problems and learn to use simple chemical formulas involving molarity, normality, atomic weight, and percentage.
- Learn to diagnose malfunctions in wastewater treatment plants and determine appropriate corrective action.
- Read, understand, interpret and apply wastewater treatment regulations and standards.
- Use a variety of tools with skill and safety.
- Read maps, schematics and engineering plans to locate facilities and understand construction and components of equipment and facilities.
- Competently use computers and applicable software as it relates to maintenance and operations reporting and record keeping.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative and effective working relationships with coworkers, customers and other agencies.

Education:

- High school diploma or equivalency thereof.

Licenses and Certifications:

- California Class C Driver's License with a good driving record.
- OIT –Wastewater Treatment Plant Operator-in-Training certification issued by SWRCB (must be obtained within 60 days of employment).

Experience:

- 1 year of experience working with mechanical equipment and tools.

Exceptions to Required Qualifications:

Applicants whose qualifications clearly demonstrate ability to perform the essential job functions may be granted the following exceptions to the required qualifications. Such exceptions are at the General Manager's sole discretion and are not guaranteed or appealable.

Tuolumne City Sanitary District Job Description: Wastewater Operator-In-Training

- A combination of education, training and experience may be accepted in lieu of the required qualifications.
- Applicants may be given 12 months after employment to obtain required certifications.

Residency Requirement:

In order to respond to critical wastewater emergencies, the Wastewater OIT must reside within 30 minutes of the District boundary. This requirement must be met within the first six months of employment.

Basic Work Hours:

Wastewater OIT's will be assigned regular shifts but must be able to work a variety of weekend, holiday and on-call shifts to cover the operational and emergency needs of the District.

Working Conditions:

Physical Demands:

Most of the workday involves the following physical demands for extended periods of time:

- Standing, balancing, walking and working on uneven, steep and slippery terrain; climbing up and down slopes and stairs.
- Kneeling, stooping, bending and squatting.
- Lifting, pulling and carrying - regularly up to 20 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.
- Use of hands to handle or feel objects, tools, equipment, controls, electronics, computer appurtenances; to write; and to perform fine and large motor skilled tasks.
- Use of hands, feet, coordination and vision required to drive vehicles and operate equipment in normal and hazardous conditions.
- Hearing clearly and speaking loudly and clearly.
- Utilizing close and distance vision.
- Sitting and use of hands and vision to perform computer and other tasks.

Mental Demands:

- Reading, writing and mathematics.
- Analysis, problem solving and independent judgement.
- Attention to detail and accuracy.
- Communication and social skills.

Environmental Demands:

- Extreme weather: typical temperatures ranging from 10-105 degrees, snow, rain and wind.
- Work during day and night; bright and dark.

Tuolumne City Sanitary District Job Description: Wastewater Operator-In-Training

- Exposure to fumes/gases from engines, sewage, water treatment chemicals, vegetation control and other chemicals, dust and naturally occurring gases in confined spaces.
- Exposure to bees, wasps, spiders and other insects and pests.
- Exposure to noise and vibration from tools and equipment.

Changes:

This job description does not constitute an employment agreement with the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.