

OPERATOR-IN-TRAINING

DEFINITION

To assist in the performance of a variety of routine cleaning, maintenance and operational duties involved in the continuous operation of a wastewater treatment plant.

DISTINGUISHING CHARACTERISTICS

Operator-in-training is the entry-level classification in the Wastewater Treatment Plant Operation series. Individuals in the classification receive on-the-job training and experience in the operation of a wastewater treatment plant and normally advance to Wastewater Treatment Plant Operator after gaining experience and achieving proficiency that meets the requirements for the higher level.

SUPERVISION RECEIVED

Supervision is provided by a Wastewater Treatment Plant Lead Operator or other higher-level plant operations or maintenance supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Operate, inspect, and maintain wastewater pumping stations and treatment plants.

Learn and observe proper safety precautions, rules, regulations, and practices.

Learn to maintain tools, equipment, materials, and worksite in proper and safe condition in accordance with work group practice and City policy.

Actively participate in the work group and City safety programs.

Learn, operate, and check the operation of equipment such as pumps, valves, belt presses, and digesters involved in the treatment of wastewater, digestions of sludge, and disposal of waste products to ensure maximum efficiency of plant equipment and processes.

Learn to perform the more complex and critical assignments.

ESSENTIAL DUTIES (continued):

Learn and perform operational functions, including collecting and sampling of wastewater, scum, grit, sludge and other materials at established times, standardized testing, various process changes, flow and pumping frequencies; process observations; belt press operations, sludge digestion, record keeping, transporting samples throughout the plant, and other duties performed by operators.

Learn, assist, and remove screenings and grit; clean influent grinders, primary, secondary, and other wastewater treatment equipment and facilities.

Learn and inspect plant equipment and report any failures or operating difficulties.

Learn and perform stops and starts and isolate equipment as required for repairs using approved lock out procedures.

Learn and shut down parts or all of the pumping and treatment stations and facilities; learn, clean, check, and service pits, screens, tanks, and machinery; return facilities and pumping stations to service.

Ensure that facilities are maintained in a neat, clean, and sanitary condition by cleaning, sweeping, hosing down, and maintaining buildings, grounds, equipment, piping, valves, etc.

Learn and perform route maintenance of machinery, structures, equipment, and piping.

Learn and utilize complex valving schemes and flow patterns specific to a variety of treatment processes.

Learn and mix basic chemicals solutions using manual and automated mixing devices.

Transport equipment and materials throughout the plant.

Learn and operate a forklift.

Drive a motor vehicle or forklift in the performance of duties.

Perform any other duties that are appropriate for the scope and level of responsibility of this classification.

Perform routine operational duties under the direction of a journey-level operator, supervisor, assistant supervisor, or senior operator.

Learn, assist, and perform routine operational, maintenance, and lubrication work on pumps, chains, motors, blowers, clarifiers, conveyors, belt presses, and other plant equipment under the direction of a journey-level or higher operator.

ESSENTIAL DUTIES (continued):

Load and unload materials, supplies and equipment.

Assist in the storage and transfer of sodium hypochlorite, polymer and other treatment chemicals.

Perform routine maintenance painting of machinery, structures, equipment and piping.

Assist in maintaining lawns, trees and shrubbery in areas surrounding assigned structures.

Learn to read meters, gauges, charts and instruments, change recording charts and assure their continuous operation and perform routine control tests.

Keep operational and maintenance records, such as plant operations log, test results, unusual operating conditions and maintenance work performed.

Use common hand and power tools.

Operate less critical or complex plant equipment and stations with immediate supervision.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

General knowledge of and/or the aptitude to learn elementary mechanical, electrical and hydraulic principals; basic math; standard safe work practices; and common hand and power tools.

Ability to:

Learn the practices, procedures, techniques, regulations, and laws pertaining to a wastewater treatment plant.

Learn to operate, clean, and perform minor maintenance on wastewater treatment plant equipment and facilities.

Understand and follow written and verbal instructions.

Accurately read and interpret a variety of meters, gauges and recording charts.

Learn to interpret mechanical systems and piping diagrams.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Learn to observe and accurately record operating conditions and prepare verbal or written reports.

Learn to recognize unusual, inefficient, or dangerous operating conditions and exercise independent judgement within established guidelines.

Establish and maintain effective working relationships.

Work with decreasing supervision while accepting increasing responsibility.

Work effectively in a team-based organization focused on continuous improvement.

Establish and maintain a positive customer service attitude and effective working relationships with customers.

Work with others to solve problems.

Pass the City of Hayward physical examination, including pulmonary function test.

Read and write in English.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: None required.

Education: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and completion of requisite education to obtain Operator-In-Training Certificate.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

Must submit a completed Operator-in-Training Certificate application to the State Water Resources Control Board, Division of Water Quality within nine (9) days from the date of hire.

EXPERIENCE AND EDUCATION (continued):

Must obtain a Grade I Wastewater Treatment Plant Operator Certificate as issued by the California State Water Resources Control Board no later than two (2) years after the first examination given by the board after the date of hire. NOTE: Failure to obtain the Grade I Certificate within the time stipulated will result in demotion to the position from which the employee was promoted, if available, or termination.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; work in underground or confined workspaces and be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, sewer fumes, dust, mechanical and electrical hazards, and odorous environments; frequently kneel, stoop, crouch, squat, climb, twist, and handle equipment; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 50 pounds; converse by telephone, by email, in person, and be clearly understood, read and comprehend legal, technical, and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; work with and around chemical use in wastewater treatment processes; work within confined spaces, below grade, and heights of up to 30 feet above grade; work shifts, weekends, holidays and overtime as needed. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

M925CS90

September 1990

Revised May 2014

Revised May 2016

AAP GROUP: 17

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt