



## CLASSIFICATION SPECIFICATIONS

**Class Title:** *Plant Operator series*

**Job Title Description:** *Operator in Training (“OIT”) Water, Distribution & Wastewater Plant*

**Full-Time:** *30-40 Hour*

**Six (6) month Probationary Period:** *Minus \$0.50*

**FLSA Status:** *Non-Exempt*

### OPERATOR IN TRAINING

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

**JOB TITLE: PLANT OPERATOR IN TRAINING (“OIT”)** Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**SUMMARY DESCRIPTION** Under immediate supervision report to Operations Supervisor, performs routine technical activities in the operation and maintenance of the District’s wastewater treatment plant; assists in performing adjustments and repairs to plant equipment; and collects and documents samples for laboratory testing. Also work with, or under the direction of, others in the Water Department or other departments as necessary.

**DISTINGUISHING CHARACTERISTICS** This is the operator in training (“OIT”) level class in the Plant Operator series. Employees in this classification work under immediate supervision performing a group of repetitive or closely related duties according to established procedures. Under this class series, employees in the OIT classification may progress to the level one (1) once they have mastered the full range of duties performed by a Plant Operator and have obtained a Grade I Wastewater Treatment Plant Operator’s Certification.

**REPRESENTATIVE DUTIES** The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in assigned treatment plant rounds including inspecting, monitoring, troubleshooting, performance testing and documenting plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation.
2. Assist in operating and adjusting treatment plant pumps, motors, feeders, and other equipment to maintain appropriate plant operations.
3. Maintain, compile and update plant operations logs and reports; perform and record mathematical calculations related to plant operational activities under supervision.

4. Assist in installing, maintaining, repairing, modifying, troubleshooting, and servicing plant operations machinery and equipment including pumps, valves, motors, meters, tanks, reservoirs, feeders, and online analyzers; change lubrications.
5. Collect and document liquid and solid samples; work closely with the laboratory on testing processes.
6. Perform general plant facility maintenance such as cleaning, painting, and repairing plant facilities; perform various grounds maintenance duties.
7. Participate in a variety of special projects as assigned.
8. Perform related duties as required.

**QUALIFICATIONS** The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties. Knowledge of: Must be able to develop math skills to the point to be able to: add, subtract, multiple, and divide all units of measure, practical applications of fractions, percentages, ratios and proportions. Basic principles of biology, chemistry, and mathematics. Occupational hazards and standard safety practices and procedures

**Experience:** No experience is required. License or Certificate: Possession of, or ability to obtain, an appropriate, valid driver's license. Previous experience in a similar position will be considered but is not required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, solvents, electrical energy, toxic materials, hazardous chemicals and all types of weather and temperature conditions; work in or with water and wastewater in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces.

**Physical:** Sufficient physical ability to perform moderate to heavy lifting; standing and walking for prolonged periods of time; climbing, balancing, stooping, kneeling, crouching and operating motorized equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment. Hearing: Hear in the normal audio range with or without correction.

**PERSONAL CHARACTERISTICS:**

1. Professional appearance: Grooming and dress consistent with desired district image.
2. Arrive at work on time and maintain regular attendance at work. Coordinate with the supervisor when need arises to be off work (sick/vacation day).
3. Carefully attend to detail; agreeably accept and promptly execute work assignments; exhibit a desire and willingness to learn.
4. Maintain a pleasant and cooperative attitude with customers and co-workers.
5. Have a basic mechanical aptitude.

I have reviewed this Job Description with my Supervisor and understand its contents.

\_\_\_\_\_  
Signature Date Employee

\_\_\_\_\_  
Signature Date Administrative General Manager

\_\_\_\_\_  
Signature Date Immediate Supervisor

*The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.*