

POSITION DESCRIPTION

Class Title: Water Treatment Plant Assistant Operator (Trainee)

Department: Water Treatment

Workers' Comp Group No.: 054

Date: February 1, 1996

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of water treatment facilities.

SUPERVISION RECEIVED

Works under the general supervision of the chief operator or the shift operator in charge.

SUPERVISION EXERCISED

None generally. May serve as lead worker over lower-level trainees or maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

If directed by the operator in charge or the assistance operator, the trainee learns to monitor the performance of all equipment, gauges and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analysis and test results; evaluates data and writes reports as required.

Learns to operate, maintain, and repair malfunctions at the water treatment plant; repair gauges, pumps, filters, and other controls as required.

Learns to collect samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state, and federal requirements; gathers and tests water samples for plant efficiency reports as required.

Learns to perform quality control tests on lab equipment and lab analysis; evaluates procedures and results for accuracy and determines appropriate methods.

Learns to contain and dispose of hazardous wastes generated by the lab, water sludge, loads or removes by hand or with equipment as process requires.

Learns to maintain pump stations; cleans wet wells and pumps and valves, maintains grounds and general janitorial duties.

PERIPHERAL DUTIES

Learns to monitor the performance of the treatment plant, water pump stations and other water treatment facilities

Other duties as may be required.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- A. Graduation from a high school or GED equivalent, and with a general knowledge of biology, environmental science, chemistry, or a closely related field, and
- B. Six (6) months of experience in a water utility, or
- C. Any equivalent combination and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- A. Working knowledge of equipment, facilities, materials, methods and procedures used in water treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices.
- B. Skill in operation of some of the listed tools and equipment.
- C. Ability to learn to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Water Treatment Operators are assigned to tasks that require the use of a respirator and must be physically able to perform the work while using the respirator. The Town of Wytheville has the responsibility of ensuring that employees are medically fit to tolerate the physical and psychological stress imposed by respirator use. Employees must be medically evaluated and found eligible to wear the respirator selected for their use prior to first-time use of the respirator or to fit testing the respirator in the workplace. To meet these requirements, after the conditional job offer is made on all Water Treatment applicants, a Respiratory Physical will be completed, and the applicant is required by the Town of Wytheville under the Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.134 to pass the medical evaluation. This evaluation will be conducted by a licensed health care professional at the expense of the Town of Wytheville and will consist of the OSHA Medical Questionnaire, Pulmonary Function Test, Chest X-Ray, EKG, TB Test, and general medical examination. The health care professional will make a written recommendation regarding whether the employee is medically able to wear a respirator to the Town. Applicants who fail the Respiratory Physical will have the option to submit

additional medical information for review at their own expense. Employees who fail to successfully complete the Respirator Physical will not be retained in employment with the Town of Wytheville. By conducting the Respiratory Physical, the Town of Wytheville and the applicant can evaluate if the medical standards can be met for the employee to safely perform the essential functions of their respective position.

Valid State driver's license; Certification as a Water Treatment Plant Operator or the ability to become certified within six (6) months; telephone required at their residence.

Upon employment at the water treatment facility and obtaining the required certification, the employee maybe required to cross-train in operations and maintenance of the wastewater facilities. (When assigned). This allows one to obtain certification as experience is gained.

The employee is required to complete appropriate safety (OSHA) training.

Upon employment at either facility, a probationary period will be in effect for one (1) year, starting six (6) months before the first certification exams are given, except employees are not required to sit for a certification exam within the first six months of employment. Failure to obtain certification during the probationary period will result in automatic dismissal from employment with the Town of Wytheville.

The employer will pay for schools attended as they are offered, or other training deemed necessary by the supervisor, along with certification fees, transportation, meals, and lodging, as provided for in the Town's Personnel Ordinance.

Class IV Operator: The employer will pay for certification testing two (2) times during the first year of employment (the probationary period). Failure to obtain certification after the second test will result in automatic dismissal.

Class III Operator: The employee must obtain a class III certification within two (2) years after his or her last certification. The employer will pay for testing and schooling fees a maximum of two (2) times. If class III certification is not obtained after the second attempt, the employee will be placed on probationary status for a period of six (6) months or until the next regular scheduled test, at which time he or she will be able to retake the class III certification test at his or her own expense. If the employee succeeds in obtaining certification, he or she will be reimbursed for the test fee only. If the employee is not successful in obtaining class III certification, he or she will be automatically dismissed at the end of the probationary period.

Class II Operator: The employee must obtain a class II certification within five (5) years after his or her last certification. The employer will pay testing and schooling fees a maximum of two (2) times. If class II certification is not obtained after the second attempt, the employee will be placed on probationary status for a period of six (6) months or until the next regular scheduled test, at which time he or she will be able to retake the class II certification test at his or her own expense. If further testing is necessary, the employee must bear the expense for schooling and testing fees. The employee will be reimbursed only for the test, which results in obtaining certification. If the employee is not successful in obtaining Class II certification, he or she could be automatically dismissed at the end of the

probationary period.

Class I Operator: The employer will pay the expenses a maximum of two (2) times toward class I certification. If the employee desires to take additional tests at his or her own expense, he or she will be reimbursed only for the test resulting in his or her certification.

* Employees may elect to bypass Class IV and apply for the Class III as their first test. If this option is elected, the rules governing Class IV section concerning probation and dismissal will apply.

Continuing Professional Education (CPE) -Existing licensees (waterworks operators, wastewater works operators, and onsite sewage system professionals) are required to complete continuing education courses as a condition of license renewal. The number of hours required depends on the type of license.

TOOLS AND EQUIPMENT USED

Self-Contained Breathing Apparatus (SCBA), motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach, push, or pull with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. Ability to enter hatches as small as 20 inches by 20 inches for repairs or equipment checks. Physically and medically capable of safely using a Self-Contained Breathing Apparatus (SCBA).

The employee must frequently lift and or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud outside the building and loud inside.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check; criminal background check; driving records; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: February 1, 1996
February 8, 2013

Revision History: 4/5/00
8/21/02
February 8, 2013
November 13, 2013