



JOB POSITION: WASTEWATER OPERATOR TRAINEE

Division: Water Quality
Status: Non-Exempt
Grade: 5
Job Code: 880
Reports to: Wastewater Operations Supervisor
Date: 08-01-18
Revised Date: 04-01-22
Last Reviewed Date: 04-01-22

SUMMARY OF JOB

Performs skilled work in the operations of the sewage treatment plant. Completes reports/evaluates operation of equipment/collects samples. Makes regular tours of plant and equipment. Assess operating conditions through instrument readings, required process calculations and knowledge of process. Regulates and adjusts equipment based upon assessment of operating conditions. Completes regular operation reports. Generates work requests for maintenance repair work. Makes minor or emergency repair. Records readings from meters/instruments. Monitors/completes required Department of Professional and Occupational Regulation (DPOR) continuing education requirements. Graduation from high school/GED equivalent supplemented by course work in environmental studies/chemistry/sewage treatment/other related areas. Previous experience preferred. Ability to obtain Class IV Wastewater license from the Virginia Department of Professional and Occupational Regulation for Waterworks and Wastewater Works within 18 months of employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned or scheduled.

- Makes regular tours of plant and equipment.
- Assess operating conditions in assigned area through instrument readings, performance of requires process calculations and knowledge of process
- Regulates and adjusts related equipment in assigned area based upon assessment of operating conditions.
- Communicates with Shift Supervisor and other operators to coordinate treatment process throughout Plant.
- Completes regular operation reports.
- Evaluates operation of equipment.
- Generates work requests for maintenance repair work.
- Makes minor or emergency repair.

- Collection of samples throughout assigned areas of the process using approved collection methods.
- Records readings from meters and instruments.
- Monitors and completes required Department of Professional and Occupational Regulation (DPOR) continuing education requirements.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work with minimal supervision.
- Ability to work safely and obey all safety rules.
- Ability to communicate effectively, both verbal and in writing.
- Ability to establish and maintain effective working relationship with coworkers, other Water Authority departments and the general public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral or diagram form.
- Ability to work alone or in a team environment.
- Must possess and maintain a good work ethic with a strong emphasis on good attendance, reporting to work on time, completing job assignments in a timely manner, maintaining a good work attitude, performing all job duties as assigned and/or scheduled.
- Working knowledge of equipment, materials, methods and procedures used in a wastewater treatment facility.
- Basic knowledge in the use of hand tools, sockets, wrenches, etc.
- Ability to work on rotating shifts.

EDUCATION and/or EXPERIENCE

Graduation from high school or GED equivalent. Supplemental course work in environmental studies, chemistry, sewage treatment, or other related areas is desired but not required. No previous experience required.

CERTIFICATE, LICENSE, REGISTRATION REQUIREMENTS

- Must possess a valid Virginia driver's license or have the ability to obtain one within 60 days of employment date. No more than six (6) demerit points on driving record if required to drive Water Authority vehicles.
- Must be able to obtain a Class IV Wastewater license from the Virginia Department of Professional and Occupational Regulation for Waterworks and Wastewater Works within eighteen (18) months of employment.

PHYSICAL DEMANDS OF THE JOB

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 walk, stand, and sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear.
- Specific vision abilities required by this job include ability to adjust focus. If corrective lenses are noted on driver's license, the lenses must be worn when operating Authority vehicles.
- Repetitive movement using equipment is involved.
- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, bend, climb (ladders/stairs), balance or crawl.
- Employee must be able to stand for an extended amount of time at the jobsite.
- Employee must be physically able to walk several miles during the day.
- Employee must be physically able to regularly reach overhead.
- Employee must regularly push/pull up to 30 pounds.
- Employee must regularly lift, carry and/or move up to 30 pounds and occasionally 50 pounds. Assistance is required on weight amounts above those listed. Failure to do so could result in injury and denied Worker's Compensation benefits.

WORK ENVIRONMENT ENCOUNTERED IN THIS JOB

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.

- Employee will be regularly exposure to moderate or high noise level, extreme outside weather conditions, uneven, steep, slippery terrain conditions, dusty conditions and wet and/or humid conditions.
- Employee will be subject to exposure to moving mechanical parts and heavy equipment operation.
- Employees will be subject to roadway hazards, i.e. traffic.
- Employee will be subject to outside hazards, i.e. poison ivy, bees, spiders, dirt, animals.
- Employee will be subject to confined areas, i.e. confined spaces, sewer manholes, water vaults, wastewater pits, and/or protected trenches.

GENERAL STATEMENT AND SELECTION GUIDELINES

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- WVWA application
- Rating of education, experience, training and qualifications
- Reference checks
- Interview with WVWA management team
- Applicant must pass a pre-employment physical and drug/alcohol test
- A criminal background check and social security number verification will be performed. The results must match information provided by the applicant on the WVWA application
- Job related test might be required and would be administered to all applicants applying for the position