



**JOB POSITION: WATER OPERATOR TRAINEE**

**Division:** Water Quality  
**Status:** Non-Exempt  
**Grade:** 5  
**Job Code:** 895  
**Reports to:** Water Operations Supervisor  
**Date:** 08-01-18  
**Revised Date:** 04-01-22  
**Last Reviewed Date:** 04-01-22

**SUMMARY OF JOB**

Performs routine technical work in daily operations/maintenance of water treatment equipment and processes. Operates SCADA system to monitor/control water plant/system functions. Makes rounds of plant, checking for proper operation of processes. Measures chemical feed rate and calculates dosages. Checks/calibrates process instrumentation. Operates pumps/valves/slucice gates. Performs accuracy tests/leak surveys/valve locations. Interprets maps/drawings/schematics. Checks/lubricates and repairs pumps/aerators/air compressors/emergency generators/other plant equipment. Assists in water quality lab making routine physical/chemical tests. Maintain logs. Cleans, paints and performs other general maintenance duties. Graduation from high school/GED equivalent supplemented by course work in environmental studies/chemistry/water treatment/other related areas. Previous experience preferred. Ability to obtain Class IV Water 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.

- Operates and maintains water production and distribution system.
- Operates SCADA system to monitor and control water plant and system functions.
- Makes periodic rounds of plant, checking for proper operation of processes.
- Measures chemical feed rate and calculates dosages.
- Checks and calibrates process instrumentation.
- Operates pumps, valves and slucice gates.
- Performs accuracy tests, leak surveys and valve locations.
- Interprets maps, drawings and schematics.
- Performs line locations and repairs leaks.

- Operates a variety of equipment such as leak detectors, pipe and metal detectors.
- Assists in water quality lab.
- Performs routine vehicle maintenance.
- Makes routine physical and chemical tests of water samples.
- Keeps accurate records of test results relating to water operations.
- Maintains logs of plant operations.
- Cleans, paints and otherwise repairs the general physical properties of the facilities.
- Checks, lubricates and repairs pumps, aerators, air compressors, emergency generators and other plant equipment.
- Subject to twenty-four (24) hour call and works varied shifts as assigned.

### **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.
- Ability to prepare reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Some knowledge of chemistry and laboratory procedures, and ability to use laboratory equipment.
- General knowledge of principals and practices of operation of a water treatment facility.

- Ability to pass a respirator fit test.

### **EDUCATION and/or EXPERIENCE**

Graduation from high school or GED equivalent with one (1) or more years related experience and/or training in mechanical maintenance work or equivalent combination of education and experience.

### **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 Water license from the Virginia Department of Professional and Occupational Regulation for Waterworks and Wastewater Works within 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, 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 lift, carry and/or move up to 50 pounds and occasionally 100 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