



OPERATOR-IN-TRAINING

ESSENTIAL FUNCTION

The Operator-in-Training (OIT) operates wastewater treatment facilities to control the flow and processing of wastewater, sludge, and effluent. Because the efficiency of SAM's small staff depends on the cross-functional responsibilities, the OIT will also be called upon to perform laboratory work, certain maintenance duties, and work in collection system maintenance.

DISTINGUISHING CHARACTERISTICS

The Operator-in-Training classification is the operations training level classification at the Sewer Authority Mid-Coastside. Direct supervision is provided by the Supervisor of Technical/Field Operations. Technical or functional supervision may be provided by other certified personnel.

ESSENTIAL DUTIES

Employees in this classification may perform any combination of duties assigned to this classification series. The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification.

Operates valves, gates, pumps, motors, engines, and equipment to produce desired effective treatment efficiency.

Observes operating conditions and interpret meters and gauge readings and test results to determine adjustments required to maintain established operating parameters.

Monitors plant and pump station computer control systems (SCADA) and recognize normal and abnormal equipment or systems operating conditions.

Maintains clear and legible operating logs and operating records.

Reads and records meters and gauges accurately and legibly.

Performs routine maintenance and repair work on valves, tanks, and machinery in the wastewater treatment plant, pump stations, and collection system.

Operates treatment plant vehicles and machinery as required.

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Collects samples and perform routine laboratory tests.

Cleans and paints plant machinery, equipment, piping, and buildings.

Maintains buildings, office areas, landscaping, and grounds to keep all facilities in a clean and orderly condition.

Utilizes a computerized plant maintenance program to enter data and prepare reports.

Works restricted standby shifts as assigned.

Installs, removes, and cleans sewer lines and related facilities.

Operates sewer line cleaning and inspection machinery such as pumps, blowers, rodders, vactor, and hydrojet equipment.

Performs preventive and minor maintenance of pump and lift stations.

Responds to public complaints and requests for service.

Communicates effectively with all employees, both verbally and in writing.

Performs any other appropriate duties that are assigned.

KNOWLEDGE AND ABILITIES

Knowledge of the following is required to perform the essential duties of this classification.

- Concepts of basic algebra and geometry
- Basic principles of mechanical, maintenance, and electrical systems
- Computer software

Ability to do the following is required to perform the essential duties of this classification.

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Write routine reports and correspondence.
- Interact with others (co-workers, supervisors, vendors, and members of the public) in a professional manner.
- Accept constructive criticism from supervisors and co-workers.
- Recognize the need for assistance or clarification, and to seek such assistance or clarification, as needed.
- Work independently, as needed.

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- Handle work-related stress in a professional manner.
- Prioritize assignments and meet deadlines.
- Prevent personal problems from adversely affecting your work or that of those around you.
- Arrive at work as scheduled and to work the shift hours as scheduled.
- Work shift work and rotating shifts.
- Calculate figures and amounts such as percentages, area, circumference, and volume.
- Apply common sense understanding to interpret and carry out a variety of instructions furnished in written, oral, diagram, or schedule form.

EXPERIENCE AND EDUCATION

Any combination of training and experience that demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed) will be considered. A person with the following training and experience would typically qualify to compete in a selection process.

Experience

No experience in a wastewater treatment facility is necessary.

Education

High school diploma, or equivalent.

License or Certificate

Must obtain a Grade I Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board no later than the second contiguous testing cycle from the date of hire.

OTHER REQUIREMENTS

Must have and maintain a satisfactory driving record and be insurable by SAM for the operation of SAM vehicles. Must have and maintain a Class C California driver's license. Must meet all written, physical, testing, and notification requirements established by the Department of Motor Vehicles.

Have or obtain valid First Aid and CPR certificates within one year of hire into the classification.

While performing the duties of this classification, the employee is regularly required to use hands to finger, handle, or feel and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The

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employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9" off the ground (such as for a manhole cover). Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this classification, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; to wet and/or humid conditions; and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

Employees of SAM are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities that promote the protection of public health and safety or the preservation of lives and property, either at the District or within the local or their own community.

EMPLOYMENT CONDITIONS

Fair Labor Standards Act Overtime: Non-Exempt

Collective Bargaining Representation Unit: Local 39

Appointment and Removal Authority: General Manager

Approved: 12/6/2000