JOB DESCRIPTION

Coachella Valley Water District

Date: July 2006

TITLE: Wastewater Reclamation Plant Operator in Training

SECTION: Sanitation

DEPARTMENT: Operations

SRN: 16

REPORTING RELATIONSHIP:

Reports to: Wastewater Reclamation Plant Supervisor or Sanitation Supervisor

Supervises the following positions: Not applicable

DEFINITION: Under immediate supervision, assists with the operation and maintenance of a wastewater treatment plant. This is the entry level position for wastewater reclamation plant operators. Trainees will be required to learn basic working knowledge of the District’s Wastewater Reclamation Plant operation.

ESSENTIAL FUNCTIONS:

1. Monitors the operation of wastewater reclamation plant pumps, valves, and other equipment.

2. Collects wastewater samples for laboratory tests

3. Monitors instruments, records readings calculates data, and maintains accurate logs, records, and charts.

4. Makes visual inspection of plant operations and facilities

5. Performs light maintenance and general cleaning of the plant facilities and equipment. Removes grit, sludge and screenings from system and disposes of them.

6. Assists in changing chlorine tanks, checks for leaks and practices proper safety procedures.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California operator's license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Within 24 months of appointment, trainee must have acquired a Wastewater Treatment Operator Grade I certification from the California State Water Resources Control Board.

Education and Experience: High School Diploma or Equivalent is required. Any experience that would provide the knowledge and abilities listed below would be qualifying.
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MINIMUM QUALIFICATIONS (Cont.):

Abilities:  
-To learn the principles and practices of wastewater treatment plant operations, operating principles of valves, pumps and motors; principles and methods of sample collection and analysis.
-Operate wastewater treatment plant equipment.
-Read and interpret gauges and other recording devices.
-Take wastewater and sludge samples.
-Maintain accurate logs, records, reports and charts.
-Understand and carry out oral and written instructions.
-Work cooperatively with others.
-Communicate effectively both verbally and in writing.

Knowledge:  
-Safe working practices and procedures.
-Proper use of tools and equipment.
-Basic mathematical skills.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle. Driving: Light.

2. Will have changing days off due to shift schedule. Will work nights, weekends, and holidays when required. Must be available for standby and overtime.

3. Will work in extreme weather conditions including heat and rain. May work with chemicals, fumes, exhaust, and dust.

4. Wears appropriate safety equipment when required.

5. Must be able to tolerate District immunization program.

   See Human Resources for physical assessment form.