



HERITAGE RANCH COMMUNITY SERVICES DISTRICT

TREATMENT OPERATOR-IN-TRAINING

DEFINITION

Under direct supervision, learns to operate, maintain, and repair water distribution and treatment and wastewater collection and treatment systems, facilities, and appurtenances; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Operations Manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the trainee-level class in the treatment operator classification series. Under direct supervision, incumbents receive training in and learn to operate and maintain water and wastewater systems, facilities, and appurtenances according to District practices and procedures, as well as state and federal regulations. Positions at this level learn to perform the duties required of the positions at the I- level, but are not expected to function at the same skill level and exercises less independent discretion and judgment in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class is distinguished from the Treatment Operator I in that for the latter as experienced is gained and certifications obtained, assignments become more varied and are performed with greater independence.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Learns to inspect, monitor, and document plant operations to ensure compliance with environmental regulations and public health standards; learns to read, record, and calculate readings of meters, gauges, and other instrumentation and interpret into operational characteristics.
- Learns to operate and adjust treatment plant flows, pumps, motors, feeders, and other plant equipment to maintain appropriate plant operations; learns to monitor, review, and analyze automated information and control system data, recommend adjustments to equipment settings, and implement process adjustments after approval; notifies operations staff and management of unusual situations.
- Learns to collect samples and perform routine water and wastewater process laboratory tests; records and monitors results.
- Learns to operate valves, pumps, and automated controls to regulate the flow of wastewater and water through the system.
- Performs basic construction, maintenance, and repair activities of District water and wastewater utilities systems and facilities to ensure safe and efficient access for the public.

- Learns to monitor and control the operation of water distribution systems incorporating chemical feeding equipment, Supervisory Control and Data Acquisition (SCADA) system, filtration equipment, pump stations, and/or storage tanks; learn to inspect systems for compliance with established codes and/or damaged or worn parts and makes repairs as necessary.
- Learns to perform water valve maintenance and exercises valves on an annual basis.
- Learns to flush water distribution lines to ensure water quality, utilize chlorine level testing devices, and run chemical tests.
- Learns to read meters; learns to perform water meter maintenance, including installing new meters, testing and repairing meters of various sizes, repairing leaks, and replacing meters as necessary; performs shut-downs of services, as required.
- Learns to inspect and test underground wastewater collection pipes, lateral connections, storm drain interceptors, and associated appurtenances using closed-circuit television devices and other specialized testing equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots, and other materials on a scheduled preventative maintenance basis.
- Performs preventative maintenance, learns to service, and assists in troubleshooting, maintaining, calibrating, and repairing a variety of electrical, mechanical, process instrumentation, and hydraulic systems, equipment, and fixtures, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, SCADA, programmable logic controllers (PLCs), and other treatment plant fixtures and appliances.
- Performs general plant maintenance such as cleaning, painting, and repairing plant facilities as well as various ground maintenance duties.
- Learns to locate and mark underground utilities as requested.
- Maintains accurate records and documentation of all plant activities; compiles data on plant operations and chemical use.
- Operates and maintains tools, specialized vehicles, and a variety of light, medium, and heavy equipment related to the maintenance and repair of the District's systems, facilities, and appurtenances.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition and secures equipment and tools at the close of the workday.
- Learns to install street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and District workers.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic construction, maintenance, and repair principles, practices, tools, and materials.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mathematics.
- Safe work methods and safety practices pertaining to the work including the handling and storage of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- Record keeping principles and procedures.

- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform basic construction, modification, maintenance, and repair work.
- Learn to construct, maintain, and repair facilities, infrastructure, systems, and appurtenances such as those found in the District.
- Learn basic mechanical, electrical, hydraulic, and plumbing principles and practices.
- Safely and effectively use and operate hand and power tools and light to heavy equipment required for the work.
- Handle hazardous chemicals in a safe manner.
- Learn to recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Learn and apply traffic control procedures and traffic sign regulations and set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Learn to locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Learn, interpret, apply, and explain District policies and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Learn to use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in construction, maintenance, and repair.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in the field and standard wastewater and water treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. The employee interfaces with staff, management, and the public in providing customer service, explaining District policies and procedures, and requesting and providing information.

WORKING CONDITIONS

May be required to work evenings, weekends and holidays on a rotational basis on an on-call or call-back basis when necessary to accommodate the needs of the District.

EFFECTIVE: March 2016
DEPARTMENT: Operations
FLSA: Non-Exempt