

**COOPER CITY, FLORIDA  
CLASS DESCRIPTION**

**CLASSIFICATION TITLE: TREATMENT PLANT OPERATOR TRAINEE**

**GENERAL DESCRIPTION OF DUTIES**

Entry-level ~~workposition participating in a training program in at~~ water and wastewater treatment facilities, leading to certification by the State of Florida as a Certified Operator "C" level in both water and wastewater treatment plant operations.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed therein if such functions are a logical assignment to the position.

- Participates in training under the direction of Florida ~~Class "C"~~ Water and Wastewater certified Treatment Plant Operators.
- Conducts frequent and periodic inspections of plants to detect malfunctions and initiates corrective actions.
- Ensures maintenance of accurate and complete records on plant operation and laboratory data.
- Executes work and maintenance schedules, and ensures that building, grounds and equipment are maintained in proper condition.
- Performs routine laboratory tests; performs sampling according to established test schedules.
- Ensures safe use of all chemicals and mechanical treatment related supplies.
- Reads and records daily plant parameters and equipment readings. Makes adjustments to the equipment based on guidelines set by the Chief Treatment Plant Operator.
- Performs interior and exterior building maintenance and housekeeping chores and grounds maintenance tasks.
- Performs other duties as directed.
- Must be willing to work overtime and respond to emergencies after hours, weekends and including declared disasters.
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**ADDITIONAL FUNCTIONS**

~~While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.~~

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### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of proper use and application of standard hand tools as such that apply to pump mechanical equipment.
- Ability to read, write and perform mathematical computations.
- Ability and aptitude to learn complicated laboratory procedures.
- Ability to work, learn and progress in a career-development job classification program.

### EDUCATION & EXPERIENCE

Graduation from high school or possession of an acceptable equivalency diploma. Must have completed the University of California, Sacramento Correspondence Course, Volumes I and II for Water and Wastewater Treatment or equivalent college level courses or complete within the first year of employment. Must obtain a State of Florida Class "C" Water and Wastewater Treatment Plant Operations Licenses ~~with the State of Florida~~ within 18 months and a Class "C" Wastewater Treatment Operations three (3) years from the date of hire to maintain employment. On-the-job training includes laboratory following instructions, practices, procedures, nature of tools, machines and equipment at the water and wastewater treatment plants in accordance with the law. ~~Instruction in the methods and practices in water treatment in accordance with F.A.C. 62-602.~~

### PHYSICAL REQUIREMENTS

Tasks involve the ability to exert moderate to heavy physical effort which may involve lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (e.g., 40 to 100 pounds.) Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to a variety of disagreeable environmental factors, e.g., solar radiation, adverse weather, heat, humidity, soil/dirt, toxic/chemical agents.

### **Acknowledgement:**

Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.