

City of Lake City, FL

Classification Description

Classification Title: Water Treatment Plant Operator Trainee Pay Grade: ~~6~~-1
Department: WTP FLSA Status: Non-Exempt

General Description

Entry-Level work going through a training program in water treatment, leading to certification by the State of Florida as a Certified Water/Wastewater Treatment Plant Operator. Work is performed under the close supervision of an Operations Supervisor and other Certified Operators.

Nature of Work

Essential Functions:

- This is a training position limited to a period of twelve (12) months. Appointments beyond this time can only be made upon the recommendation of the Department Head for a period not exceeding six (6) months.
- On the job training includes learning laboratory procedures, the nature of tools, machines and equipment used in these operations.
- Training duties include: collecting samples, taking measurements, calibrating equipment, recording data, entering data, making assessments of that data, and making process changes as a result of those assessments.
- Cleans and maintains equipment and work area.
- Operates medium and heavy equipment.
- Instruction in the methods and practices in wastewater and water pollution control facilities.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and

WATER TREATMENT PLANT OPERATOR TRAINEE

place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer’s specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of tools and their use;
- 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-type position; and
- Must possess a good physical condition and sound mental alertness.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma (GED). Must have a valid Florida Driver’s License with an acceptable driving record.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Heavy (45 pounds and over) lifting and carrying
- Climbing
- Distinguish colors
- Walking
- Smelling
- Driving

Environmental Conditions:

- Works inside
- Works out-of-doors in various weather conditions with: chemicals, solvents, electrical energy, and odors
- Works at heights (up to 60 feet)
- Works in or with moving objects

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature