



Job Description
Job Code: 584
Range: 12

WASTEWATER OPERATOR TRAINEE

DESCRIPTION: This position under direct supervision of the Wastewater Superintendent, operates, monitors and maintains the wastewater treatment plant (s), collection system, effluent disposal, non-potable irrigation systems, laboratory processes and biosolids handling facility to ensure compliance with state and federal regulatory agencies; and performs related duties as assigned.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

- Assists in the operation and maintenance of the equipment at the treatment facility, lift stations, collections system, effluent disposal system and biosolids handling facility.
- Will collect and perform laboratory analysis on water/wastewater compliance and process control samples required for regulatory permit reporting.
- Enters data/records for permit reporting and compliance, according to regulatory requirements
- Assists in the monitoring, evaluation and adjustment of plant equipment and instrumentation.
- Participates in training on proper plant operations, safety, laboratory procedures.
- Participates in collections system maintenance, repairs and installation.
- Perform collection system field marking of buried utilities (bluestake)
- Maintains landscaping, performs weed abatement and general housekeeping duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehension of the principles, practices, concepts, and techniques used in the operation of a wastewater treatment plant, collection system and lift stations as well as effluent disposal system and biosolids handling facility.
- Ability to interpret and apply City policies and safety regulations.
- Comprehension of laboratory procedures relating to process control and compliance testing requirements
- Knowledge of basic maintenance and repair of wastewater equipment.
- Ability to read and comprehend process and equipment manuals, general blueprints, and electrical or mechanical diagrams.
- General skill in operating computer systems, SCADA systems, word processing, graphic and spreadsheet computer programs and operate software packages.
- Comprehension of abnormal and normal operating conditions.
- Skill in establishing and maintaining effective working relationships with other employees and deal tactfully with the general public.
- Ability to communicate observations verbally and in writing.

Wastewater Operator Trainee – (Continued)

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to stand; walk, sit; use hands to reach, grasp and feel; stoop; kneel; bend; climb. The employee must regularly lift and or move up to 25 pounds and occasionally lift and or move up to 50 pounds. Work is performed in all weather conditions.

MINIMUM REQUIREMENTS:

Must possess a valid Arizona Driver's License by hire date. Shall have a High school diploma or equivalent and the ability within six months from date of hire to obtain a Grade I Wastewater Treatment Plant Operator Certificate from Arizona Department of Environmental Quality (ADEQ). The possession of a Commercial Drivers License is desired.

SPECIAL REQUIREMENTS: May be required to work overtime, holidays and weekends and be on-call 24 hours per day, per the departmental on-call policy. Candidate must be able to respond to call out within twenty (20) minutes. Candidate is required to complete physical examination to insure ability to perform work requirements.