



Central Valley Water  
Reclamation  
Facility

JOB DESCRIPTION  
**Operator Trainee**

<b>DEPARTMENT:</b> Operations	<b>EXEMPT:</b> No
<b>SUPERVISOR:</b> Operations Supervisor	<b>SALARY:</b> \$17.00/hr
<b>DATE:</b> 1/3/2019	<b>SHIFT:</b>

**POSITION PURPOSE**

Under the direction of supervisors and/or DRC assists in monitoring, maintaining and operating plant processes and equipment through the use of sampling, observation and instrumentation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Takes readings and records all gauges, meters and indicators of treatment process.
- Visually inspects and tests machinery and equipment, listening for unusual or variation in sounds during operation. Records and reports any changes and makes required adjustments under supervision.
- Keeps plant environment clean and in top operating condition. Uses custodial equipment to maintain plant appearance and control odors.
- Assist with monitoring elements by following proper sampling and reporting procedures which meet EPA and UPDES Discharge Permit requirements. Gather, analyze and record results related to sampling.
- Monitors HVAC, SCADA and instrumentation programs; records and reports results as required for operations of the control room.
- Uses work orders to report problems related to operational equipment.
- Performs scheduled and unscheduled work orders as assigned.
- Maintain plant security to ensure the safety of plant personnel and visitors.
- Maintain plant appearance by cleaning and providing maintenance assistance; performs assigned duties for odor control, hygienic and safety purposes.
- Keeps operations records and files current, complete and accurate.
- Attends meetings as assigned.
- Attends training sessions to update skills as needed.
- May be required to serve on an emergency response team.
- Other duties as assigned.

**QUALIFICATION REQUIREMENTS/SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS:** Ability to read in English and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, work orders and correspondence in English. Ability to speak effectively before groups of customers or employees in English.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as flows, proportions, percentages, area circumference, and volumes. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**EDUCATION and/or EXPERIENCE**

High School Diploma or general education degree (GED) plus the ability to attain an "Unrestricted" Wastewater Systems Operator Certification I within one year of starting employment with Central Valley Water Reclamation Facility. In order to remain an employee of Central Valley you must maintain your current certification. When eligible to qualify for the next unrestricted certification grade you will be given 3 testing cycles to certify to the next grade. If your certification lapses, you will have one testing cycle to renew it.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; and use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to climb ladders, balance, stoop, kneel, crouch, crawl, push and pull objects and valve operators. The employee must frequently lift up to 50 lbs., and move up to 100 lbs.

**WORK PERFORMANCE**

Work performance will be evaluated regularly covering the following areas, as well as other areas. Job knowledge, Attendance, Quantity of Work, Quality of Work, Safety, Cooperation and obtain necessary certifications. It is essential that employees be able to perform their tasks at the highest level of performance.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid conditions, fumes or airborne particles. The employee is frequently exposed to toxic or caustic chemicals or disease-causing organisms, ultraviolet radiation, electrical hazards and noisy environments that require personal protective equipment. May need to be clean shaven and able to don a SCBA.