



Treatment Plant Trainee I

DEFINITION

Under direct supervision, learns to operate a water treatment facility on an assigned shift; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Treatment Plant Trainee I is the entry and training-level class in the Treatment Plant System Operator series. Incumbents are considered operators-in-training and are under the continuous and direct supervision of a qualified Treatment Plant System Operator or the Superintendent of Water Treatment. As a condition of employment, employees in the Treatment Plant Trainee I position are required to pursue training and education to obtain Grade 3 Water Treatment Plant Operator certification through the California State Water Resources Control Board; Division of Drinking Water. This classification is distinguished from the Treatment Plant Trainee II which is the intermediate training step preparatory to full journey-level class in the Treatment Plant/System Operator series.

Positions in the Treatment Plant Trainee class series are flexibly staffed; positions at the Treatment Plant Trainee II level are normally filled by advancement from the Treatment Plant Trainee I level; progression to the Treatment Plant Trainee II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; (iv) the incumbent satisfactorily meeting the internal promotional criteria; and (v) management approval for progression to the Treatment Plant Trainee II level.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Learns to operate pumps and valves to regulate the flow of water through treatment plants; determines the rate from appropriate meters, gauges, charts and visual inspection, and coordinates the rate with demand, storage and production from other facilities; regulate the flow of water through a treatment facility to maintain distribution tank levels;
- learns to perform such records and report functions as maintaining a log of plant operations, test results, maintenance work performed, and unusual operating conditions; make periodic inspections and prepares reports as required; maintains operational and water quality records;

- learns to operate, monitor, adjust and control functions within a water treatment facility both locally and via supervisory control and data acquisition (SCADA) system, computerized control systems and instrumentation, and equipment related to water treatment facilities;
- learns to take actions accordingly to control various treatment plant processes and distribution facilities or to take other actions as required;
- takes samples of water at established times, makes standardized quality control tests, performs laboratory analyses to ensure that all water leaving the facility meets or surpasses all water quality requirements; adjusts chemical feeders and other plant equipment accordingly;
- works with hazardous chemicals in laboratory and bulk volumes;
- identifies appropriate water standards and regulations;
- assists in maintaining operating equipment and facilities in a clean and orderly fashion, including hosing filters and basins;
- performs routine plant maintenance, and may make minor equipment repairs or adjustments; and
- follows applicable safety rules and regulations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Basic chemistry and algebra;
- elementary mechanical, electrical, and hydraulic principles;
- operation of pumps and motors; and
- methods, materials and equipment used in the operation of a water treatment facility.

Ability to:

- Learn the practices, procedures, techniques, regulations, and laws pertaining to a water treatment plant and distribution system;
- learn to operate, clean, and perform minor maintenance on water treatment plant equipment and facilities;
- accurately read and record information from instruments;
- understand and carry out written and oral instructions;
- establish and maintain effective working relationships and work cooperatively with others;
- learn to utilize computerized applications related to the assigned work such as MicroSoft Word, Excel, email, business enterprise systems such as SAP, and document management systems;
- depending upon job assignment, drive a vehicle; and
- travel to alternative work locations and offsite meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of twelfth grade or its equivalent; and,

- Three years of high school mathematics and one year of chemistry.
- Completion of one college level course in Water Treatment Plant Operations.
- Completion of a minimum of a 3 month internship, volunteer service or OIT position at a surface water treatment plant.

INTERNAL PROMOTIONAL CRITERIA:

- For non-competitive internal promotional criteria, please refer to the Flex Criteria Matrix for the applicable classification series.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”
- work on a "on call" basis for emergency situations;
- must be willing to work any day and any 8, 10 or 12 hour shift within a 24-hour period as assigned, including holidays, weekends and overtime as needed;
- willingness to work outdoors in a variety of weather conditions.

LICENSES AND/OR CERTIFICATIONS

- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record;
- Possession of a valid T2 Water Treatment Operator certification issued by the California State Water Resources Control Board (SWRCB) is required within 18 months of date of appointment; and
- Possession of a valid T3 Water Treatment Operator certification issued by the California State Water Resources Control Board (SWRCB) is required within 48 months of date of appointment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders. Must be able to repeatedly go up and down stairs over an 8, 10, or 12 hour shift. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment

weighing up to 70 pounds. The employee must be physically capable of lifting heavy materials such as chemical sacks or valve pit covers and be physically capable of maneuvering high-pressure fire hoses and opening/closing large valves.

This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials, distinguish colors and use a computer screen. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

ADDITIONAL PHYSICAL DEMANDS

- Full Face Cartridge Respirators may be required to be worn while performing normal job duties. Employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment.
- Must pass annual respirator physical.
- Exposure to potentially hazardous materials, laboratory and bulk chemicals, solvents, microbiological pathogens, odors and fumes.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: August 1998
Revised: December 2008, July 2020, November 2021
Approved by: Human Resources Manager