

SUMMERLAND SANITARY DISTRICT

JOB DESCRIPTION AND QUALIFICATIONS

Job Title: Treatment Plant Operator-In-Training through Grade 2

FLSA Class: Non-Exempt

Date Approved: TBD

Schedule: Monday through Friday, 7:00 am-3:30 pm until Grade 2 certified

Hourly Pay: \$29.88/hr

Job Purpose:

This entry-level position maintains and monitors an advanced wastewater treatment plant and collection system, under the direct supervision of senior staff. This position requires learning procedures to ensure compliance with all federal, state, and local regulatory agency requirements.

Essential Functions

1. Performs treatment plant inspections, including monitoring and documenting plant operations by reading gauges, dials, level indicators, recorders, meters, digital readouts, SCADA information, and other instruments.
2. Under supervision, is taught the proper procedure for entering daily readings and observations into the computer and daily operational and laboratory logbooks. Performs proper maintenance and cleaning of laboratory equipment.
3. Collects wastewater samples, conducts laboratory tests, and calibrates laboratory equipment.
4. Performs maintenance of grounds and buildings including, but not limited to: painting, application of protective coatings, refurbishing, gardening, and custodial tasks.
5. Participates, under supervision, in construction, maintenance, and repair work involving the wastewater collection system and wastewater treatment plant.
6. Operates a truck, a backhoe, a front-end loader, a portable air compressor, portable pumps, portable generators, various hand tools, and other equipment for the maintenance and repair of facilities, buildings, and grounds.
7. Assists with collection system inspection, line cleaning, and maintenance as well as other field operations as needed.
8. Will be required to work scheduled and unscheduled overtime or night work with little or no notice, and may be required to work on weekend days after obtaining the required SWRCB certification levels.
9. Performs other tasks or projects as assigned by supervisor.

Experience/Training/Education:

- High School diploma.
- The ability to read and speak English commensurate with the actual functions of the position.

Certificates/Licenses:

Possession of a valid Class C California Driver License and a driving record that is acceptable to the District's Insurance carrier. Required to obtain job-specific certificates pertaining to duties or OSHA requirements as experience and/or job duties dictate.

Knowledge/Skills/Abilities:

General: Under supervision, ability to prioritize, organize, solve problems, and complete tasks with little instruction; ability to follow verbal and written instructions and to accept constructive criticism. Ability to follow, understand, perform, and adhere to all aspects of the District's safety policies and procedures throughout employment.

- Requires the ability to use or learn to use a variety of laboratory and treatment measuring and test devices.
- Requires the ability to use or learn to use a variety of hand and power tools.
- Ability to calculate amounts pertaining to daily operations and readings. Ability to apply concepts of basic algebra and geometry.
- Ability to read and comprehend simple instructions, memos, and specifications. Ability to write simple correspondence and communicate effectively to present information in one-on-one and small group situations with other employees.
- Ability to learn various programs, such as Excel, Outlook, and SCADA process control, on a limited basis pertaining to daily data entry and observations using programs.

Physical and Environmental Elements:

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

While performing the duties of this job, the employee is regularly required to see, hear, and speak. The employee is frequently required to stand, walk, sit, reach with hands and arms, and use hands and fingers to handle or feel. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is regularly exposed to the outdoor environment, which includes the following: hot and cold weather; humid and wet conditions; exposure to aerosols, airborne particles, and fumes; high places as well as confined spaces; subject to vibration, moving, and mechanical machinery.

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Special Requirements/Certification:

Will be required to obtain the following certification: SWRCB Grade I Wastewater Operator certificate within 24 months.