

WEST SOUND UTILITY DISTRICT

Job Description

Job Title: Wastewater Treatment Facility – Operator Trainee

FLSA: Non-Exempt

Reports to: Plant Manager

General Function

The Operator Trainee is an entry level position to learn about the daily operations and maintenance at the South Kitsap water Reclamation Facility or within the District as required

Job Duties and Responsibilities

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

Specific duties and responsibilities include, but are not limited to:

1. Maintain a high level of proficiency in applicable safety policies
2. Fulfill Facility operations, process control, de-watering and equipment operation, cleaning and housekeeping, laboratory sampling and testing, data assimilation and entry (computer and hard copy)
3. Monitor and analyze Laboratory data
4. Organize and implement projects on and offsite, as directed
5. Assist in planning and execution of maintenance tasks
6. Basic understanding of wastewater principles and process control strategies
7. Perform a variety of work related to chemical, physical and biological laboratory analysis of process samples in wastewater; assure compliance with standard testing methods, procedures and regulations
8. Ability to read, understand and implement technical manuals
9. Be available for emergency response
10. Monitor chemical use and manage chemical systems
11. Perform related duties as assigned

Training and Educational Requirements

The employee is required to have a valid Washington State driver's license at all times.

Any combination equivalent to: college-level course work in chemistry, biology, or microbiology and one years experience in water, wastewater or process industry laboratory is desirable.

Promotion to an Operator is contingent upon a minimum of one year of service and the fulfillment of the required certifications. Promotion to Operator is not automatic and depends on the needs of the District and the recommendation of the supervisors.

Minimum Qualifications:

- High School diploma or equivalent GED
- Valid First Aid card within six months of employment
- Wastewater Treatment Operator-in-Training certification within 240 days of employment
- Lift Truck Operator Certification within one year of employment
- Must have maintained telephone service for emergency call-outs
- Ability to work holidays, weekends, and flexible hours to meet workload requirements

The employee is responsible for fulfilling the continuing education and/or refresher requirements for each required certification.

Experience

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

Knowledge, Skill, and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

Communications:

- Ability to actively listen to others
- Ability to read, write, comprehend and speak English
- Convey information in written and oral form clearly and concisely
- Ability to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely
- Ability to understand and carry out written and oral instructions.

Decision making:

- Ability to act in a decisive manner, using good judgment
- Ability to evaluate problems and situations
- Ability to anticipate needs and evaluate alternatives
- Ability to effectively interpret the policies, procedures and objectives of the District

Interpersonal relationships:

- Consistent in dealing with people; must be sensitive to others problems and concerns without direct involvement
- Exclude personal biases from work performance
- Ability to accept criticism and/or discipline
- Must be tactful and diplomatic
- Must strive to promote a cooperative atmosphere in the district
- Must have a positive attitude
- Must be able to maintain cooperative working relationships with employees, various organizations and the public

Professional attitude:

- Must have commitment to the District
- Willingness to take initiative
- Dependable
- Must demonstrate maturity in relationships with others; and self confidence
- Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all contact situations

Quality of Work:

- Must be able to produce quality, accurate work
- Must be able to detect and correct errors
- Must be able to utilize work time properly and productively

The Operator-in-Training must be able to communicate effectively both verbally and in writing and should possess good judgment and the ability to deal with the public in a professional and courteous manner.

Working Conditions

Persons working in this position are required to work in all phases of the wastewater treatment system, and often are exposed to inclement weather. Due to various conditions, the agility to climb stairs, ladders, and walk on uneven surfaces is required. There are many health and safety hazards including, but not limited to the following: working with or near high voltage motors and generators; contact with various combustible and/or toxic gasses; and other hazards associated with working in and around sewage.

The employee is subject to 24 hour on call availability. The work hours may be adjusted to meet requirements of the district.

The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off. The position may be temporary or permanent, as decided by the District.

HAZARDS:

- Exposure to adverse biological agents, hazardous chemicals and related fumes

- Exposure to wastewater
- Exposure to mechanical, electrical, and structural hazards

Physical Demands

The Operator-in-training must have overall stamina and ability to perform moderate to strenuous physical activity, including the ability to be sit or stand for long periods of times. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard and test equipment
- Seeing to read a variety of materials and instruments and to distinguish colors
- The ability to lift and carry 50 pounds up to 100 feet
- Climb 30 feet on a ladder
- Climb stairs

Other

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who possess a direct threat or significant risk to the health and safety of themselves or other employees.

The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.