

Water Operator Apprentice
Pay Class: 22 General
FLSA Non-Exempt

DEFINITION

This is an unlicensed entry level class in the Water Operator series. Positions assigned to this class work under the supervision of a licensed operator on a training basis in the performance of a wide variety of routine unskilled to semi-skilled water and wastewater plant operations and maintenance tasks that do not require previous water plant experience. General work is observed and reviewed during performance and upon completion, and changes in procedures or exceptions to rules, are explained in detail as they arise.

Under general supervision of the Utilities Supervisor and/or Chief Plant Operator, will learn to perform a variety of tasks to maintain water and wastewater plant equipment, machinery and appurtenances, such as monitoring, operating and adjusting controls of the water, valves, motors, pumps, chemical feed pumps, and other plant equipment including Supervisory Control and Data Acquisition (SCADA); maintain grounds, buildings and related areas as needed; and perform other duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.

- Assists in the operation of water and wastewater plant equipment and appurtenances.
- Monitors, operates and adjusts controls for the water and wastewater treatment plant equipment and machinery, such as valves, motors, pumps, chemical feed pumps and other plant equipment, under the direct supervision of a licensed operator.
- Assists in obtaining water and wastewater samples for laboratory analysis using standard sampling techniques and chain of custody procedures.
- Operates construction equipment for grounds maintenance and other construction projects.
- Lifts and moves heavy objects from time to time during work shift.
- Cleans work and break areas and tools used on the job.
- Carries out daily pre-job inspection of equipment and vehicles; completes other safety, maintenance and cleanliness checks as required.
- Participates in educational and other related courses and on the job training as required.
- Performs other duties as assigned.

DESIREABLE QUALIFICATIONS

NOTE: *The specifications listed below outline the minimum qualifications for entry into the class and do not necessary convey the qualifications of incumbents within the position.*

- Education:** High school diploma or equivalent.
- Experience:** Preferably One (1) year of general experience involving mechanical repair and maintenance, and/or construction, preferably in the operation of a water or wastewater treatment plant.
- Licenses:** Valid State of California Drivers License; must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.
- Certifications:** None. However, MUST successfully meet requirements to promote to the Water Operator I within one (1) year of appointment as a Water Operator Apprentice.

NOTE: *It is the responsibility of the incumbent to renew and maintain the validity of all applicable certificate(s) and license(s). The City will reimburse the employee for the renewal and Continuing Education Units (CEU) expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSA's necessary to perform essential tasks of the position.*

Obtain a Working Knowledge of: The proper maintenance and repair of pumps, motors, and distribution lines; basic operation and treatment processes of water filtration and the wastewater treatment; use of computers for the purpose of accessing and evaluating data needed to make operational decisions; all applicable federal, state and local regulations governing the operation and quality needed to ensure regulatory compliance; safe work habits and all hazardous material(s), electrical and mechanical safety procedures; the operating principles of valves, pumps, screens, chemical feed systems, etc. as needed to properly operate treatment processes.

Learn the Skill and Ability to: Keep organized records, maintain and develop related water and wastewater report information; submit needed reports in a timely manner; and perform other clerical needs of a water and wastewater treatment system. Take water and wastewater samples, transport to laboratory and document all sample analysis; independently operate the water filtration plant and distribution system; perform minor repair work; read and interpret gauges and recording devices; diagnose operating problems and take effective courses of responsible action; conduct guided tours of the plant and assist in the training of new employees; communicate well with others and understand and follow oral and written direction; interact with the public to create a positive atmosphere with regard to water quality, treatment and testing procedures; work flexible work schedules, weekends, overtime and scheduled standby time as needed and during emergency work situations.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL REQUIREMENTS

NOTE: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Work is performed at a treatment plant, typical office and outdoor environment. Ability to read small print, gauges, instruments and computer monitors; see distances sufficient to spot oncoming traffic, read signs and hazards; ability to detect unusual odors; sufficient mobility to stand, walk, bend, stoop, kneel, crouch, squat, push, pull, reach, rotate neck and/or upper extremity from neutral position while sitting or standing; dexterity to use small tools, to grasp with simple or firm grip, to perform fine manipulation with dominant/non-dominant hand or both hands; ability to lift and carry up to 50 pounds; and work in all weather conditions. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and must comply with respiratory protection program and Cal OSHA standards.

Approved by Marissa Trejo 4/13/22
Marissa Trejo, City Manager Date