

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

---

## ***Wastewater Operator Apprentice***

***Pay Class: 20 General***

***FLSA Non-Exempt***

### **DEFINITION**

This is an unlicensed entry level class in the Wastewater Operator series. Positions assigned to this class work under supervision on a training basis in the performance of a wide variety of routine unskilled to semi-skilled wastewater plant and sewer collection operations and maintenance tasks that do not require previous wastewater plant or sewer collection 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, will learn to perform a variety of tasks to maintain wastewater plant and sewer collection equipment, machinery and appurtenances, such as monitoring, operating and adjusting controls, valves, motors, pumps, sewer lines, lift stations, and other plant and collection equipment; 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 the wastewater plant equipment and appurtenances.
- Assists in the operation and maintenance of the sewer collection facilities.
- 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.
- Obtains 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.

## **MINIMUM 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:** One (1) year of general experience involving maintenance and repairs to pumps, motors and/or distribution lines, 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. Apprentice shall apply for OIT (Operator in Training) immediately upon hire.

Additionally, MUST successfully meet requirements to promote to the Wastewater Operator I within one (1) year of appointment as a Wastewater Operator Apprentice.

***NOTE:*** *The City will reimburse the employee for the renewal and Continuing Education Units (CEU) expenses.*

## **KNOWLEDGE, ABILITIES AND SKILLS**

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

### **Obtain a Working Knowledge of:**

- Principles of wastewater, water reclamation, and related treatment processes in order to recognize the interrelationship of processes, to start and stop process systems and equipment, and to understand the functions of various gauges, meters, and controllers.
- Methods, tools, materials and equipment used in the inspection, troubleshooting, maintenance, repair, and operation of mechanical equipment such as pumps, motors, gearboxes, mechanical hydraulic drive systems, gas compressors, electronic, pneumatically and hydraulically controlled valves, chemical handling and oxygen injection systems, oxygen generation plants, and associated equipment.
- Principles of operation of pumps, motors, valves, and associated equipment.
- Computer software applications to include word processing, spreadsheet, and database programs; maintenance management information systems; and process control systems.
- Pertinent Federal and state laws/regulations pertaining to wastewater treatment including a knowledge of what constitutes a violation, etc.
- Mathematics, chemistry, physics, and biology.
- Basic electrical/electronics circuitry.

- Safety regulations, practices and procedures.
- First aid and CPR.
- Wastewater sampling and testing procedures

**Learn the Skill and Ability to:**

- Inspect, troubleshoot, operate and maintain all process areas of the wastewater treatment plant.
- Inspect, troubleshoot, maintain and repair mechanical equipment and systems involved in wastewater treatment and associated processes.
- Perform plant control tests.
- Keep work records and prepare reports.
- Use a variety of hand, precision, and power tools.
- Drive a variety of mobile equipment such as forklifts, lifts, cranes, vacuum trucks and mudcats on paved and/or uneven terrain such as hills, slopes, rocky or wet ground.
- Read, interpret and utilize plant diagrams, manufacturer's specifications, operations manuals, piping schematics, etc.
- Lead one or two person teams and provide on the job training to others.
- Use computer equipment and related peripheral equipment to enter, maintain and extract information.
- Use communications equipment such as radios, phones, intercom and alarm systems.
- Understand and follow oral and written instructions.
- Work effectively in a team environment.
- Perform laboratory tests such as sludge volume index and chlorine residuals
- Provide first aid and CPR and pass the first aid and CPR portions of the Chlorine Sulfur-Dioxide Emergency Response Team training
- Read, write and speak English at a level necessary for satisfactory job performance.
- 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 in a wastewater treatment plant and a 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 9/13/22  
Marissa Trejo, City Manager Date