

**MAJOR FUNCTION**

The purpose of this position is to help prepare the employee for certification as a Wastewater Plant Operator "C" through learning the fundamentals of wastewater treatment plant operations. After instruction and orientation, the employee will be expected to carry-out routine duties as performed by a Wastewater Plant Operator.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Performs assigned work under the supervision of a certified Wastewater Operator or Supervisor that includes the following tasks: Operates, services, adjusts and conducts routine preventative maintenance to SCADA controlled equipment and related treatment equipment; adjusts disinfection equipment; records operational and maintenance details; collects process and compliance samples for analysis following appropriate QA procedures; performs routine process sample analysis. Will be required to work varying shifts, hours and locations in order to become trained in all aspects of plant operations. Ensures cleanliness and safety of facilities by maintaining the work area clean and organized.

**Other Important Duties**

Trainee is expected to attend training courses, when available, during off-duty hours.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the implications of improper sewage treatment for community health and wellbeing. Knowledge of the occupational hazards involved in sewage treatment and disposal. Knowledge of the rules, regulations and public laws pertaining to sewage treatment plant operations. Knowledge of chemistry and mathematics as they apply to sewage. Must be in good physical condition and able to endure intermittent periods of sitting, standing and walking when collecting samples, operating equipment and changing chemical system. Ability to climb stairs; turn large valves, lift objects weighing over 50 lbs. and use tools requiring a high degree of dexterity. Ability to understand and follow oral and written instructions. Ability to learn methods and practices of modern sewage treatment; standards and normal operating procedures applicable to treatment; the functions and mechanics of pumps and other plant mechanical equipment. Ability to learn to read meters and charts accurately, maintain simple records of shift operations; perform simple chemical analyses accurately, adjust treatment procedures to meet requirements of volumes to be treated. Ability to learn the use of available tools to perform operational duties and document work activities including but not limited to SCADA systems, operational database, and computerized maintenance management system(CMMS). Ability to learn and understand operational data and record within operational and maintenance databases, work details work requests and retrieve work order details.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate. Studies should have included courses in basic mathematics and chemistry.

**Necessary Special Requirements**

Applicant must be at least eighteen years of age.

Must successfully complete Florida Department of Environmental Protection (FDEP) approved Operation of Wastewater Treatment Plant (Sacramento Course) coursework within first 6 months of

hire. Must obtain a FDEP Class "C" Wastewater Plant Operator's Certificate within two years of date of employment as a trainee.

Incumbents of designated positions assigned to this class must possess a valid class E State driver's license as a condition for continued employment.

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