

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 435

UTILITIES TREATMENT PLANT TRAINEE

GENERAL

This is work in learning the fundamentals of water treatment plant operations. After instructions and orientation, the employee will be expected to carry out those routine details as performed by a Water Plant Operator I. This position is classified as “Essential” and requires working different shifts, emergencies and overtime.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Controls the processes/equipment at the Water Treatment/Reuse Plants in order to meet compliance requirements and produce high quality drinking water and sufficient volume of quality reuse water.
- Operates pumps, filters, chemical feed systems, lime slakers, membranes and other Water Treatment/Reuse equipment and documents their use.
- Performs routine chemical tests for process control, and housekeeping duties.
- Communicate with supervisors, and other shift members to ensure proper communication during and between shift exchanges.
- Observes, interprets and documents online data for process control and permit compliance.
- Must follow safety procedures and promote a safe work environment.
- Provide excellent customer service to internal and external customers.
- Regulates rate of flow of water to and from filters.
- Puts filters into and out of line. Washes filters.
- Generally regulates machines adding chemicals to water under treatment.
- Reads and changes a variety of charts, meters, and keeps log sheets and prepares operating reports.
- Informs supervisor of any mechanical defects.
- Assists with the maintenance, repair and overhaul of machinery and equipment.
- Licensed trainees will fill in for operators as needed.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the proper methods of repairing, lubricating and maintaining mechanical equipment such as adjust water pumps, instrumentation, chemical feed machines and other water plant equipment.
- Knowledge of the principles, practice, equipment and methods used in water treatment and pumping operations.
- Knowledge of regulatory and permit requirements related to water plants/reuse plants and distribution systems.
- Knowledge of chemistry as applied to water treatment.
- Knowledge of laboratory procedures.
- Knowledge of software programs, such as Microsoft Office Suite, maintenance control programs and SCADA preferred. Testing will be conducted on MS Office products.
- Knowledge of the occupational hazards connected with treatment plants and related activities and of necessary safety precautions
- Knowledge of treatment plants best practices and maintenance management systems.

- Willingness to obtain additional licenses.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to work all shifts and fill in for other staff.
- Ability to work during emergency conditions such as hurricanes and other natural disasters.
- Ability to check the operation of equipment and to detect defects in operation.
- Ability to take accurate readings
- Ability to keep records and to make arithmetical computations.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

High school graduate or equivalent. Must have experience in drinking water or wastewater treatment; or must have completed the approved coursework. As a condition of employment, incumbent must pass the Florida Class "C" Drinking Water or Wastewater Treatment Plant Operators Exam within one year of hire date, obtain a Florida Class "C" Drinking Water or Wastewater Treatment Plant Operators License as prescribed by State law and meet performance standards of Operator I before being promoted to that status by the end of a two year period.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Physical abilities include walking, kneeling, bending, stooping, pushing and pulling. Must be able to perform moderate lifting up to 50 lbs. The noise level in this environment is usually moderate. Work is performed both indoors and outside. Exposure to chemicals, machinery hazards and adverse weather conditions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev. 4/2015

Bargaining Unit: Bargaining

FLSA: Non Exempt

Classification: 20/42

Location: Utility Department

GERS: Regular Class