



Job Title:	Operator Trainee	Department/Loc:	Water Treatment Plant
FLSA Classification:	Non-Exempt	Grade 104	Drafted: June 2023
Reports To:	Superintendent of Water Treatment Facility Salary range: \$15.00-\$20.69 per hour		

Position Summary

The purpose of the class is to provide entry-level monitoring and treatment of the City’s drinking water facility. The class is responsible for water purification treatment plant operation, maintenance and quality control. The class works according to set procedures under direct supervision.

Position Responsibilities - Essential
This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Assists in operating the water purification plant; preforms preventative maintenance on equipment.
- Assists in repairing motors, pumps and related equipment.
- Determines chemical dosages to properly treat water, runs quality control tests/ process control tests.
- Adds chemicals to water, treats and disposes of alum sludge.
- Operates SCADA computer system; maintains operating logs and related records.
- Drives city vehicle to water distribution tanks and sites for routine and non-routine potable water sampling.
- Preforms plant housekeeping duties to include common areas, restrooms and offices.
- Performs a variety of operations including but not limited to mixing chemicals, flushing water lines as needed, cleaning/changing filters, turning water on and off in distribution system, changing chlorine cylinders, reading and recording data from gauges/meters and recording charts, checking chemical storage areas and tanks on a routine basis, checking and/or adjusting chemical feed systems, emptying chlorine cylinders operating machinery necessary to functioning of the plant, etc..

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires copying, entering or posting data or information. Excel and Word Software usage.

PEOPLE INVOLVEMENT:

Requires serving others such as customers, attending to their requests and exchanging information with them.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools, or equipment requiring moderate instruction and experience such as water purification treatment machinery and equipment; may involve testing.



COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing semi-routine work with occasional problems.

MATHEMATICAL REQUIREMENTS:

Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percentages.

LANGUAGE REQUIREMENTS:

Requires reading simple sentences, instructions, or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.

MENTAL REQUIREMENTS:

Requires performing technical tasks prescribed by standard practices but which may require computation, the use of several procedures and the use of independent judgments with obvious choices; requires normal attention for accurate results.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina driver’s license

EXPERIENCE REQUIREMENTS:

No experience is required for this position.

Mental & Physical Demands - ADA Guidelines

Requires light to medium work that involves walking or standing virtually all of the time and involves exerting between 20 and 50 pounds of force on regular and recurring basis.

Required to climb steps to laboratory and control room, ascend to top of Claricones® of approximately eighty feet in height, climb ladders on occasion and work at elevated heights occasionally.

Physical Demands

- | | | | |
|-----------------|------------|------------------------|--------------|
| • Sit | Constantly | • Reach Above Shoulder | Occasionally |
| • Walk | Constantly | • Climb | Occasionally |
| • Stand | Constantly | • Crawl | N/A |
| • Handling | Constantly | • Squat or Kneel | Occasionally |
| • Reach Outward | Constantly | • Bend | Occasionally |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 21-50 pounds | Frequently |
| • 11-20 pounds | Frequently | • 51-100 pounds | Occasionally |



- >100 pounds Occasionally

Pushing and Pulling Requirements

- | | | | |
|---------------------|--------------|---------------------|--------------|
| • 12 pounds or less | Occasionally | • 41 to 100 pounds | Occasionally |
| • 13 to 25 pounds | Occasionally | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Occasionally | | |

Definitions

- | | | |
|--------------|----------------|---|
| • <i>N/A</i> | Not Applicable | Activity is not applicable to this occupation |
| • <i>O</i> | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • <i>F</i> | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <i>C</i> | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

JUDGEMENTS AND DECISIONS

JUDGEMENTS AND DECISIONS:

Requires being responsible for decisions affecting the individual, co-workers and others in the general public; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures manuals, state and federal regulations, and charts to solve practical problems such as routine office equipment operating instructions, and methods and procedures for investigations, or in drawing and layout work; composing routine and specialized reports, forms and business letters, with proper grammar and format; speaking compound sentences using normal grammar and word form.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, moving machinery, electrical shock, heights, toxic/caustic chemicals, confined space.

Require passing of spirometer test and respirator fit test.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.



The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

SALARY: \$15.00 - \$20.69 AN HOUR

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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