

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

OPERATOR IN TRAINING (OIT)

DEPARTMENT: WATER/WASTEWATER

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS – 12/16/09

SUMMARY: To assist with the control, operation, and maintenance of District water and wastewater treatment and various pumping facilities, machinery, equipment, structures, and grounds, and to perform other related duties as required.

SUPERVISION: Receives direct supervision from the Chief Plant Operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists with controlling the operation of water and wastewater treatment and pumping facilities to achieve proper processing of wastewater and disposal of sludge and effluent within mandated operating requirements; assists with the monitoring of treatment processes and enters data in appropriate logs;
- assists with starting and controlling plant processes, chemical systems, and power generators in a safe and orderly manner; keeps machinery, equipment, structures, piping, work areas, grounds, and landscaped areas in a clean and orderly condition;
- assists others as needed, maintenance of grounds, machinery and equipment maintenance, repair, and overhaul;
- assists with the transport and storage of hazardous chemicals and gases; utilize self contained breathing apparatus as required; inspects pumping stations, control equipment, facilities, and grounds for needed maintenance and repairs and unusual operating conditions;
- assists in the operation, repair, and maintenance of related storm and drainage systems, lifting and pump stations and collection systems;
- learns how to perform operating procedures; learns sample collection and laboratory testing and analytical procedures; work in or around hazardous electrical

panels and equipment;

- learns and trains in proper operating and safety procedures for normal operations, chlorine leaks and other emergencies.

DISTINGUISHING CHARACTERISTICS:

This is the entry and training level in the Plant Operator class series. Incumbents work in a training status under supervision of a qualified, certified and experienced operator until necessary certifications are achieved.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

The ability to learn and apply the practices, procedures, techniques, regulations, and laws pertaining to water and wastewater treatment plant and pumping facilities operations and maintenance, and the ability to learn to operate and perform routine maintenance on treatment plant equipment and related facilities. Learn to read and interpret a variety of meters, gages, recording charts, and mechanical and piping diagrams. Have the ability to perform a variety of skilled and semiskilled maintenance and repair work. Understand and carry out oral and written instructions. Maintain and update records and logs in paper and electronic format using computer software such as word processing, spreadsheets, computerized maintenance management software, etc. Work unusual shifts, weekends, evenings, overtime, and holidays when required. Establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

Must be eighteen (18) years of age prior to appointment because of the hazards of the job, as defined by the Fair Labor Standards Act.

Minimum Education: High School diploma and/or equivalent.

No experience is necessary to obtain this position, however any combination of training and experience, which would likely provide the required knowledge and ability, is qualifying. A typical way to obtain this knowledge and ability would be:

One year of experience as a Utility Worker with the District; *or*

One year of general work experience in the operation and maintenance of machinery and equipment, preferably including water treatment, wastewater treatment, water distribution, or wastewater collection systems equipment and facilities.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of a valid California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Possession and maintenance of a CA Grade 1 Water Treatment Operator's Certificate by the California Department of Public Health, is required within 18 months of hire date.

Immediately upon hire, the OIT must file an OIT application with the State Water Resources Control Board (SWRCB) Office of Operator Certification for a Grade 1 OIT certificate, signed by the District's Chief Plant Operator.

Possession and maintenance of a CA Grade I Wastewater Treatment Certificate by the State Water Resources Control Board within 24 months of entering this position is required.

Promotion to Plant Operator I is at the discretion of the District, position availability, and is not automatic upon obtaining required certifications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl. The employee frequently is required to stand, walk, sit, and climb or balance. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision to interpret a variety of colors on graphical and computer displays, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts; in high, precarious places, and in outside weather conditions and is occasionally exposed to toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually loud.

COMMENTS:

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment. Ability to wear and use SCBA units as regulated by Cal/OSHA.