

CITY OF
SIMI VALLEY

PLANT OPERATOR TRAINEE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under immediate supervision, performs routine technical activities in the operation and maintenance of the City's wastewater treatment plant; assists in performing adjustments and repairs to plant equipment; and collects and documents samples for laboratory testing.

DISTINGUISHING CHARACTERISTICS

This is the trainee level class in the Plant Operator series. Employees in this classification work under immediate supervision performing a group of repetitive or closely related duties according to established procedures. Under this class series, employees in the Plant Operator Trainee classification may progress to the I level once they have mastered the full range of duties performed by a Plant Operator and have obtained a Grade I Wastewater Treatment Plant Operator's Certification.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in assigned treatment plant rounds including inspecting, monitoring, troubleshooting, performance testing and documenting plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, SCADA systems and other instrumentation.
2. Assist in operating and adjusting treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.
3. Maintain, compile and update plant operations logs and reports; perform and record mathematical calculations related to plant operational activities under supervision.
4. Assist in installing, maintaining, repairing, modifying, troubleshooting and servicing plant operations machinery and equipment including pumps, valves, motors, meters, tanks, reservoirs, feeders, and online analyzers; change lubrications.
5. Collect and document liquid and solid samples; work closely with the laboratory on testing processes.
6. Perform general plant facility maintenance such as cleaning, painting and repairing plant facilities; perform various grounds maintenance duties.
7. Participate in a variety of special projects as assigned.
8. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic principles of biology, chemistry and mathematics.
Occupational hazards and standard safety practices and procedures.

Ability to:

Learn standard laboratory and plant operations procedures.
Assist in the operation and maintenance of wastewater treatment plant equipment.
Perform heavy manual labor.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. Additional training in the natural sciences and/or treatment plant operations is desirable.

Experience:

No experience is required.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, solvents, electrical energy, toxic materials, hazardous chemicals and all types of weather and temperature conditions; work in or with water and wastewater in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces.

Physical: Sufficient physical ability to perform moderate to heavy lifting; standing and walking for prolonged periods of time; climbing, balancing, stooping, kneeling, crouching and operating motorized equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.