



CITY OF HOLTVILLE

121 WEST FIFTH STREET
CIVIC CENTER • HOLTVILLE, CALIFORNIA 92250-1298 • (760) 356-2912
"THE CARROT CAPITAL OF THE WORLD"

CITY OF HOLTVILLE

WASTEWATER TREATMENT PLANT OPERATOR IN TRAINING

DEFINITION:

Under direct supervision, operates and maintains pump stations, wastewater treatment plant facilities; and performs related responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED:

The Chief Plant Operator provides direct supervision.

EXAMPLES OF DUTIES:

Under direct supervision monitors wastewater treatment plant equipment, quality control records to ensure safe and sanitary operations.

Collects samples and conducts standardized chemical, physical and bacteriological tests in accordance with quality testing procedures.

Records process control data results of laboratory analysis; charts trends and maintains accurate records.

Operates, inspects and maintains sewage and storm water pump stations by activating and monitoring pumps.

Inspects equipment and performs preventative maintenance work at established service intervals.

Repairs and replaces gauges, pumps, filters and other controls and mechanical and electrical equipment; documents repairs performed and equipment downtime.

Uses small hand tools such as saws, pipe wrenches, ratchets, crescent wrenches and channel locks in maintaining, repairing, and replacing mechanical and electrical components and equipment.

Completes daily inspection and work records.

Performs NPDES monitoring and process control analysis.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.

QUALIFICATIONS:

Knowledge of:

Wastewater process control methods, procedures and record keeping practices; plumbing, electrical and hydraulics and troubleshooting procedures and principles; equipment, tools, materials, methods and procedures associated with the maintenance, repair, inspection and servicing of wastewater treatment plant facilities; proper and efficient use of hand and power tools; work safety rules and procedures.

Ability to:

Ability to work in intense heat and given exposure to noxious odors, gases and waste. Ability to work at night or on weekends on an on-call basis to perform emergency maintenance and repair assignments as needed.

Perform process control calculations and laboratory analysis work; maintain detailed and accurate laboratory analysis and wastewater treatment plant operational records; diagnose and solve routine operational and electrical and mechanical problems involved wastewater treatment plant equipment; communicate and work cooperatively with co-workers, supervisors and the general public; understand and carry out oral or written instructions and safety procedures; complete basic work activity records and time reports; perform assigned maintenance tasks following established work procedures and techniques.

Operate power and hand tools such as saws, pipe wrenches, ratchets, crescent wrenches, and channel locks; operate pumps and electrical metering equipment; use air tanks and related safety equipment as needed given major maintenance problems.

Experience and Education:

REQUIRED: Educational attainment equivalent to graduation from high school, or GED, supplemented by at least 36 hours of formal instruction in wastewater treatment related courses.

License or Certificates:

Must possess a valid Class B or Class 2 California Driver's License.

Must obtain a Wastewater Treatment Plant Operator I Certificate by the State of California within two years from date of hire.