



TITLE: Wastewater Treatment Plant Operator Trainee
JOB CODE: 1013
GRADE: 105
DEPARTMENT: Utilities
REPORTS: Wastewater Treatment Plant Chief Operator or Designee
FLSA STATUS: Non-Exempt
CLASSIFICATION: Essential
CREATION DATE: October 21, 2008
REVISION DATE(S): June 1, 2010; July 12, 2022; January 9, 2024

This position is Essential and is required to report to duty before, during, and immediately after a declared storm event.

POSITION SUMMARY

Under immediate supervision performs intermediate skilled work in the operation and maintenance of a Wastewater Treatment Plant and related equipment. May have limited supervision from a licensed Wastewater Treatment Plant Operator.

DUTIES & RESPONSIBILITIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an *.

- Makes regular tours of the treatment plant and checks motors, generators, pumps, filters, generators, pumps, filters, polymer equipment, chlorination, and other equipment for proper functioning.*
- Monitors chlorine residuals and sodium hypochlorite tank levels and makes chlorine feed rate adjustments.*
- Collects wastewater samples and performs routine laboratory tests and makes necessary adjustments to meet changing conditions.*
- Regulates and adjusts motors, pumps, valves, and other apparatus to meet changing conditions.*
- Monitors gauges, meters, control panels, etc.; controls tank levels and flow rates.*
- Makes emergency repairs.*



- Performs preventive maintenance on plant equipment.*
- Performs general maintenance and housekeeping duties at the treatment plant.
- Records readings from meters and instruments and maintains records on plant operations.
- Operates a forklift.

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

Education and/or Experience:

- Basic knowledge of the operating characteristics, maintenance requirements and equipment of the Wastewater Treatment plant; knowledge of hydraulic, chemical, and mechanical principles pertinent to Wastewater Treatment Plant operations.
- Must have graduated from an accredited High School or GED equivalent.

Certifications, Licenses, Registrations:

- Must acquire a Wastewater Treatment Plant Operations Class "C" license from FDEP within twenty-four months.
- Must possess a valid State of Florida driver's license.

Knowledge, Skills & Abilities:

- Knowledge of the practices, methods, techniques, and equipment used in the operation and maintenance in treatment plants and systems.
- Knowledge of the hydraulic, chemical, and mechanical principles pertinent to plant operations.
- Knowledge of telemetry systems.
- Knowledge of the use and care of hand tools.
- Knowledge of how to use computers and SCADA systems associated with plant operations.
- Knowledge of health and safety factors in wastewater treatment and operating plant equipment.
- Knowledge of the chemical and physical processes involved in the treatment of wastewater.
- Ability to focus on the positive in every situation.
- Ability to stay centered when challenged.



- Ability to model respect for individuals, teams, and the organization.
- Ability to establish and maintain the trust and confidence of the department and public.
- Ability to understand and comply with oral and written instructions.
- Ability to read meters and charts accurately and ability to maintain records of operations.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to read and comprehend technical manuals.

PHYSICAL DEMANDS

Must be able to lift, carry and push articles weighing up to 50 lbs. Must wear personal protection equipment where required by the manufacturer of the equipment used such as hard hat/helmet, safety glasses, goggles, safety belt, safety shoes/boots, hearing protectors, safety harness, and gloves. Able to withstand and manage exposure to extreme temperatures, animals/insects, electrical hazards, confined spaces, heights, noise, vibration, dust, vapors, fumes, mist, smoke, toxic metals, sensitizers, poisons, gases, irritants, asphyxiates, moving mechanical parts, and pathogens.

DISCLAIMER

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice except when a policy revision is needed, in these cases the job description must go to the Board of Supervisors for approval.