

CITY OF GAYLORD

WASTEWATER TREATMENT PLANT, TRAINEE

General Summary

Performs a variety of semiskilled and skilled technical work in the operation, maintenance and repair of wastewater treatment facilities and systems.

Supervision Received

Works under the general supervision of the Wastewater Operations superintendent.

Essential Duties and Responsibilities

1. Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations.
2. Records statistical data concerning plant operations; Maintains, operates, repairs and replaces equipment as necessary.
3. Maintains accurate records of lab analysis and test results.
4. Operates, maintains and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.
5. Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements.
6. Gathers and tests wastewater samples for plant efficiency reports as required.
7. Performs quality control tests on lab equipment and lab analysis.
8. Contains and disposes of hazardous wastes generated by the lab.
9. Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.
10. Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.

Peripheral Duties

1. Serves on various employee or other committees as assigned.
2. Maintains the drawings and schematics of electrical and other systems in the treatment plant.
3. Monitors performance of electrical systems, circuits or equipment of the treatment plant.

Desired Minimum Qualifications

Education and Experience:

1. Graduation from high school or GED equivalent.

Necessary Knowledge, Skills and Abilities:

1. Knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities.

2. Knowledge of laboratory procedures and practices.
3. Skill in operation of some of the listed tools and equipment.
4. Ability to perform process control calculations.
5. Ability and willingness to perform arithmetic as required for the calculations needed to maintain the treatment plant on a daily basis and complete the Michigan Operators licenses required for the position.
6. Ability to work safely.
7. Ability to communicate effectively verbally and in writing.
8. Ability to establish and maintain effective working relationships with employees, other departments and the public.
9. Ability to understand and carry out written and oral instructions.
10. Must work to attain CDL within 6 months of starting the position.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Special Requirements

Must possess a Municipal Wastewater Treatment Plant Operator Certification (Class C license) or have the willingness to obtain this license once employed in a schedule to be determined by the employer.

Valid State Driver's license with CDL endorsement within 3 months.

Other Requirements

Resident of the City of Gaylord or of an area not more than twenty miles from the corporate boundaries of Gaylord.

Tools and Equipment Used

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

Physical Demands

The physical demands described here represent 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 functions.

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

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here represent 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately loud.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.