

CITY OF GAYLORD
WASTEWATER TREATMENT PLANT TRAINEE

Position Summary

Performs essential technical work in the operation, maintenance, and repair of wastewater treatment facilities and collection systems while developing expertise in municipal water treatment processes. This trainee position provides comprehensive hands-on experience and professional development opportunities in wastewater management.

Supervision Received

Reports directly to the Wastewater Operations Superintendent with guidance from senior plant operators during training period.

Essential Duties and Responsibilities

Operations & Monitoring

- Monitor performance of treatment equipment, control systems, gauges, and data collection instruments at plant and pump stations
- Operate, maintain, and troubleshoot wastewater treatment processes and equipment including pumps, filters, aerators, and control systems
- Operate and maintain sewage pump stations; clean wet wells and adjust pumps and valves to optimize flow and treatment processes

Data Management & Compliance

- Collect and analyze wastewater samples to determine chemical, physical, and biological characteristics in compliance with local, state, and federal regulations
- Maintain accurate records of laboratory analyses, operational data, and test results
- Conduct quality control testing on laboratory equipment and analytical procedures
- Prepare plant efficiency reports and regulatory compliance documentation

Maintenance & Repair

- Perform preventive and corrective maintenance on treatment plant equipment and instrumentation

- Calibrate, modify, and repair control equipment including recorders, flowmeters, and water quality monitoring devices
- Replace equipment components and perform basic electrical and mechanical repairs
- Safely handle and dispose of hazardous laboratory wastes according to regulatory requirements

Additional Responsibilities

- Participate in emergency response procedures and on-call rotation as assigned
- Assist with updating facility drawings, schematics, and standard operating procedures
- Support plant optimization initiatives and process improvement projects
- Participate in continuing education and professional development activities

Minimum Qualifications

Education & Experience

- High school diploma or GED equivalent required
- Preferred experience includes one or more of the following:
 - 1-2 years' experience in related field
 - Technical education in environmental science, chemistry, engineering technology, or related discipline
 - Industrial maintenance, manufacturing, or process control experience
 - Laboratory or analytical testing experience
 - Municipal utilities or public works experience

Required Knowledge, Skills & Abilities

- Basic understanding of mechanical systems, pumps, motors, and control equipment
- Fundamental knowledge of laboratory procedures and safety practices
- Proficiency in mathematical calculations including percentages, ratios, and basic chemistry computations
- Strong mechanical aptitude and troubleshooting skills

- Effective written and verbal communication abilities
- Commitment to safety protocols and environmental compliance
- Ability to work independently and as part of a team
- Willingness to learn complex treatment processes and regulatory requirements
- Physical capability to perform maintenance tasks and work in various environmental conditions

Licensing & Certification Requirements

- Valid Michigan driver's license required
- Must obtain Commercial Driver's License (CDL) within 6 months of employment
- Must obtain Michigan Municipal Wastewater Treatment Plant Operator Certification (Class C) within timeframe established by employer (typically 12-18 months)
- Willingness to pursue additional certifications and continuing education as required

Schedule & Availability Requirements

- Standard work schedule with rotating weekend shift once per month (less than half day)
- Participation in emergency call-out rotation for after-hours system issues
- Flexibility for occasional overtime during equipment maintenance or emergency situations

Special Requirements

- Must be a resident of the City of Gaylord or within 20 miles of city corporate boundaries
- Availability for emergency call-outs and rotating shift work as needed
- Ability to pass pre-employment physical and drug screening

Tools & Equipment

Motor vehicles, generators, pumps, gauges, hand and power tools, ladders and climbing equipment, detection devices, mobile radio, telephone, calculator, laboratory analytical equipment, computers, and various treatment plant instrumentation.

Physical Demands

Regular use of hands for operating equipment and tools; frequent standing and walking; occasional lifting up to 50 pounds; climbing, stooping, and working in confined spaces; requires close vision, distance vision, color vision, and depth perception, as well as the ability to detect smells.

Work Environment

Work performed both indoors and outdoors in various weather conditions, including wet climates; exposure to mechanical equipment, electrical systems, chemicals, airborne particles, and moderate noise levels; occasional work in elevated or confined areas.

Application Process

Submit completed application, resume, and references. Selection process includes application review, oral interview, reference verification, and may include job-related testing and facility tour.

The City of Gaylord is an Equal Opportunity Employer committed to creating an inclusive environment for all employees.