

City of Flagler Beach

JOB TITLE: WASTEWATER PLANT OPERATOR TRAINEE

DEPARTMENT: Sewage Processing & Collection

SUMMARY: Under close supervision of the Superintendent of Wastewater and/or the direction of an assigned Certified Operator, performs entry level work in the operation and maintenance of a Wastewater Treatment Plant and equipment. The purpose of the classification is to prepare the employee for Class "C" level certification. Work involves operating, monitoring and maintaining equipment and machinery at the wastewater plant in order to maintain plant effluent within State F.D.E.P and Federal E.P.A. guidelines. and performs related duties as assigned.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES: (which are **not** in any hierarchical order)

Under the supervision of a fully licensed Wastewater Treatment Plant Operator, the trainee will be required to learn and demonstrate proficiency in the following:

1. Monitoring process treatment. Operating machinery and equipment in the treatment plant. Checking or recalibrating laboratory equipment to meet standards.
2. Collecting and analyzing water samples from basins.
3. Adjusting chemical feeds as necessary based on the results of sample analysis.
4. Monitoring and adjusting equipment to ensure proper functioning.
5. Monitoring levels of sludge and chemicals and adjust as necessary.
6. Monitoring cylinder pressures for gasses to ensure safe and adequate levels.
7. Collecting and analyzing bacteria and other samples as scheduled.
8. Performing routine maintenance and cleaning of chemical rooms, offices and lab.
9. Performing routine plant and grounds maintenance duties to include mowing, weed eating and edging.
10. Working varying shifts, hours and possibly "on call" to become trained in all aspects of plant operations.
11. Performing other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of wastewater treatment systems.

Knowledge of the proper methods and techniques used in cleaning, repairing, and maintaining wastewater treatment systems equipment.

Knowledge of the federal, state, and local rules, regulations, policies and procedures regarding the operation and administration of wastewater treatment systems.

Knowledge of occupational hazards and safety precautions.

Skill in operating wastewater systems machinery in a safe and capable manner.

Skill in the proper use of hazardous chemicals.

Skill in safely using, maintaining and repairing specialized equipment to complete assigned projects.

Skill in following oral and written instructions.

Skill in utilizing public relations techniques in responding to inquiries and complaints.

Skill in following safety practices and recognizing hazards.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Class: LTC-5

Non-Exempt

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves performing moderate to heavy work in all types of weather. There is occasional need to stand, stoop, walk, lift heavy objects (up to 60 pounds) and perform other similar actions during the course of the workday. Must be able to climb stairs and ladders in order to collect samples for laboratory analyses. Must be able to identify and distinguish colors. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: High School diploma or G.E.D. A valid Florida driver's license. Trainee will have eighteen (18) months from hire date to obtain and maintain Wastewater Treatment, Level C Operator Certification issued by the Florida Department of Environmental Protection.

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