

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2022

**POSITION TITLE:** **WASTEWATER PLANT OPERATOR-IN-TRAINING (OIT)**

**GRADE LEVEL:** E17

**SUPERVISOR TITLE:** Water Reclamation Manager

**FLSA STATUS:** [ ] Exempt [X] Non-Exempt

**BARGAINING UNIT:** [X] RCWDEA [ ] RCWD MPCEA

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**DEFINITION**

Under direct supervision of a certified operator, performs a variety of wastewater plant operation, laboratory analysis, pretreatment program, and maintenance duties.

**CLASS CHARACTERISTICS**

This is an entry-level position in the Wastewater Plant Operator class series. This position performs limited or routine plant operation and maintenance duties under the direct supervision of a certified wastewater treatment plant operator. Because employees in classifications at this level are in a training capacity, such position does not require previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

**EXAMPLE OF DUTIES** (Duties include, but are not limited to the following):

-  Operate treatment facilities to meet state and federal requirements
-  Monitor gauges, meters, and controls for variations in plant functions. Alter plant operation to correct deviations found
-  Conduct periodic plant and equipment inspections
-  Conduct and interpret laboratory test data to determine proficiency of plant functions and state and federal discharge requirements
-  Prepare and maintain accurate plant records including daily operating records, lab test results, and maintenance logs. Prepare reports required by discharge permits, state and federal agencies and District management
-  Perform maintenance to all plant-related equipment
-  Perform related duties as assigned

- ✎ Perform and document air quality monitoring testing
- ✎ Perform proper lock-out/tag-out procedures
- ✎ Perform housekeeping duties as required to prevent accidents and maintain the appearance of the facility.
- ✎ Respond to emergencies involving plant equipment failure or chemical leaks.
- ✎ Utilize the Computerized Maintenance Management System (CMMS) to generate and complete work orders
- ✎ Utilize the ERP system to generate and track purchase orders and to record time worked
- ✎ Assist Collections and Plant Maintenance departments as required

## **QUALIFICATIONS**

### **Knowledge of:**

- ✎ Basic mathematical principles
- ✎ Basic grammar, spelling, and reading comprehension
- ✎ Proper work safety standards

### **Ability to:**

- ✎ Operate a variety of hand and power tools
- ✎ Follow written and verbal instructions and work effectively with other plant operators
- ✎ Operate forklift and mule for daily plant operations and solids handling
- ✎ Establish and maintain effective working relationships with those encountered in the course of the work day
- ✎ Read, understand and comply with the District's Safety, Health and Environmental policies
- ✎ Respond to emergency situations as necessary
- ✎ Be continuously available for communication via telephone or radio for purpose of communications and safety during normal working hours

## **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** No experience required in related field.

**Training:** Equivalent to completion of the 12<sup>th</sup> grade. Specialized training in wastewater treatment desirable.

### **Licenses and Certificates:**

- ✎ Ability to obtain Operator-in-Training Certification immediately and obtain Wastewater Treatment Plant Operator I Certification - SWRCB within 24 months
- ✎ Forklift, Confined Space Entry Attendant / Supervisor, and Haz-Mat Operations OSHA 1910.120 certifications, required or obtain within one (1) year
- ✎ Valid California driver's license, required.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction.
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

**OTHER REQUIREMENTS**

- ✎ May be required to work nights weekends, scheduled and emergency overtime as necessary
- ✎ Must reside within a 30-minute response time to the District boundary Required to serve stand-by duty as assigned by management

_____ Employee Signature	_____ Date
_____ Supervisor/Manager Signature	_____ Date