



# Job Description

**Job Title:** Operator Trainee – Water/Wastewater Treatment Plant

**Department:** Utilities

**Location:** Mount Jackson, VA

**Salary:** 35k – 45k (hourly position)

**Job Type:** Full-Time

**FLSA:** Non-Exempt

**Reports to:** Director of Utilities

**Effective Date:** June 2024

## Job Summary:

This position performs responsible semiskilled work operating a water and wastewater treatment plant in a training capacity; does related work as required. Work is performed under immediate supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

## Essential Functions/Typical Tasks:

- Learning to operate a water and/or wastewater treatment plant; reading and recording gauges, instruments, and meters; regulating valves; taking samples; performing routine tests; maintaining accurate records; helping to ensure proper plant operation; and maintaining plant facilities, equipment, and grounds.
- Makes regular inspection of plant and equipment to ascertain that it is in proper operation at all times.
- Collects samples for testing; performs tests relating to plant operations.
- Checks all plant equipment and biological and chemical systems for proper operation and takes necessary corrective actions.
- Reads and records gauges, instruments, and meters; records operational data and events into logs and diaries; adds chemicals according to prescribed standards; regulates valves; operates and lubricates pumps and other machinery; carries out minor preventive maintenance; informs supervisor of special situations and problem areas.
- Monitors and adjusts unit process flow rates, pumping rates, chemical feed rates, and other unit process variables as directed.
- Operates plant vehicles, pumps, meters, valves, computer, generators, calculator, and analytical equipment.
- Assists with building, grounds, and equipment maintenance and painting, washes filters periodically.
- Assists with inspecting and maintaining Town's well or sewer pumping facilities.
- Uses SCADA control network for water or wastewater plant and distribution system operation.
- Uses e-mail for internet communication and research.

- Attends on-the-job training seminars, off-site classroom training courses, and participates in correspondence courses as required.
- Performs on-call (24 hours a day/7 days a week) emergency response as necessary.
- Performs related tasks as required.

**Required Skills/Abilities:**

- Regular, reliable attendance is necessary.
- Some knowledge of treatment plant principles and operating practices.
- Some knowledge of the operating characteristics and maintenance requirements of a treatment plant.
- Knowledge of occupational hazards and safety precautions of the work
- Ability to detect flaws in the operation of equipment and to determine proper remedial measures.
- Ability to learn complicated, technical material about the operation and maintenance of plant pumping, treatment, and control equipment in an on-the-job training situation.
- Ability to understand and follow oral and written instructions.
- Ability to read and understand meters, gauges, and charts accurately and to maintain required records.
- Ability to establish and maintain effective working relationships with associates/colleagues.
- Ability to keep records and prepare reports.

**Supervisory Responsibilities:**

- *None*

**Education and Experience:**

- High school diploma or GED
- Valid driver's license
- Any combination of education and experience equivalent to graduation from high school will be considered
- **Must acquire a Class IV Water Works Operator license and Class IV Wastewater Plant Operator license issued by the Commonwealth of Virginia within two years of employment.**
- Must be able to work a rotating shift schedule to include weekends and holidays.

**Full-time employees are eligible for a comprehensive benefits package that includes:**

- Health and Vision Insurance
- Dental Insurance
- Paid Leave
- Paid holidays
- Life Insurance/Optional Group Life Insurance
- Virginia Retirement System
- Deferred Compensation Plan through MissionSquare (hybrid plan members only)
- Employee Assistance Program

*All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.*

*The Town of Mount Jackson is an Equal Opportunity Employer.*