



## TOWN OF YOUNTVILLE JOB DESCRIPTION

### UTILITIES OPERATOR IN TRAINING (OIT)

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### DEFINITION

Under supervision, operates, inspects, and maintains a variety of wastewater collection, treatment, recycled water, and disposal equipment as well as a variety of emergency water well production, treatment and storage equipment used in connection with the continuous operation of the Town's wastewater and water utilities.

#### DISTINGUISHING CHARACTERISTICS

##### Operator in Training (OIT)

This is an entry-level utility operator position performing various operational tasks related to the operation and maintenance of the Town's wastewater and water utilities. Initially, under direct supervision, incumbents learn and perform a variety of duties in the routine operation and maintenance of the Town's wastewater treatment and recycling utilities. The amount of supervision required is expected to decrease as experience and certifications are obtained, to the point where limited direct supervision from a certified operator is required after 24 to 36 months of employment after the operator has gained the necessary wastewater certification issued by the State Water Resources Control Board.

Incumbents are required to meet the minimum qualifications for the position of Utilities Operator I-II, in no more than 36 months of employment and may then be advanced to the level of Utilities Operator I-II after gaining the required experience, demonstrating adequate proficiency, and obtaining all certifications, which are required to meet the qualifications of Utilities Operator I-II. This position is flexibly staffed, and assignment is determined by demonstrated job performance and required Wastewater Treatment and Water Treatment/Distribution Operator certifications at the appropriate grade level.

#### ESSENTIAL DUTIES

##### OIT

Under direct supervision, trains to perform duties of Utilities Operator I-II; monitors the operation of water and wastewater treatment plant pumps, motors, valves and other equipment; reads gauges, dials, and other instruments that record data; oils, greases, and cleans equipment; services and otherwise maintains a variety of plant equipment including pumps, valves, motors, filters, meters, and related plant equipment; collects water and sewage samples for laboratory tests; observes water/wastewater treatment equipment and facilities to locate needed repairs and needed maintenance; report's findings to supervisory personnel; makes

repairs to plant equipment; performs general plant preventive maintenance work; keeps logs, and records of daily treatment plant activities; conducts and assists in conducting a variety of chemical and bacteriological tests on plant influent, effluent, and receiving waters; assists in keeping laboratory records and inventory; maintains, cleans, and cares for laboratory equipment and materials; Logs data from a variety of tests and samples; assists in work necessary to keep the treatment plant and wastewater collection system in a clean and orderly condition; operates a variety of equipment; and performs related duties as required all under direct supervision.

#### **PERIPHERAL DUTIES**

Establishes, and maintains a cooperative working relationship with citizens, businesses, outside agencies, and other employees; Cleans and maintains all equipment and tools related to work on both the job site, equipment and corporation yard; Performs all duties in conformance to appropriate safety and security standards; Operates a variety of technology software and hardware including but not limited to; personal computer utilizing related software, email, calendars and other related equipment such as printers, scanners, and copy machines, GIS devices, smartphone, or smart device related applications. Technology related to, pumps, motors, controllers, Emergency Generators and associated systems, SCADA systems, lighting systems, and communications related technology. May perform related custodial duties for Town facilities; In accordance with California state law, serves as designated emergency worker in the event of an emergency; May be required to work on weekends and/or evenings in support of special events and activities; May serve on various employee or other committees as assigned.

#### **OTHER DUTIES**

**OIT** -Under direct supervision assists certified operators with operation and maintenance of recycled water distribution system; monitors sanitary sewers collection system; checks sewers for back-up or other problems; cleans digester box including hosing down and removing blockages; assists with general plant maintenance, including cleaning up building and grounds, painting equipment, etc.

#### **QUALIFICATIONS**

##### **Experience/Education**

Sufficient experience and education to read understand and record a variety of pumps, motors, meters, analyzers, and detectors used in a water and wastewater treatment system. A typical way of obtaining the required qualifications is to possess the equivalent to one year of experience working with mechanical equipment and tools. Incumbent must have equivalent to a twelfth-grade education.

##### **Knowledge/Skill/Ability**

**OIT** - General knowledge of the basic tools, equipment, methods, safe work practices in the operation and routine maintenance used in maintaining pumping and electrical systems. Some knowledge of basic wastewater treatment process and laboratory tests is highly desirable. Basic skill in the safe use of various mechanical hand and power tools and equipment also are required. Additionally, the ability to learn and become proficient in reading and interpreting meters, gauges, and other recording devices; conducting basic laboratory tests; and in adjusting controls and treatment processes located in a wastewater treatment facility are highly desirable.

### **Working Conditions**

Position requires standing, walking on level and slippery surfaces, reaching, kneeling, bending, stooping, crawling, squatting, crouching, and grasping in the performance of daily duties. The use of an acute sense of smell and hearing is needed in detecting digester and bearing problems. The position also requires both near and far vision while making visual checks of the treatment process and working on equipment. The need to independently lift, carry and push motors, pipes, valves, fittings, pumps, and other equipment and supplies weighing up to 50 pounds, is also required. Additionally, the incumbent works in all weather conditions including wet, hot, and cold. The use of lubricating ingredients and working around sewer gases exposes the employee to fumes, dust and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb ladders and walk on scaffolds, to handle noise producing tools and equipment, to drive a motorized vehicle and to work with power tools in wet conditions that expose the employee to possible electrical hazards.

### **License/Certificate**

#### **OIT**

##### **Prior to employment:**

Possess a valid California Class C motor vehicle operator's license and maintain during the course of employment.

##### **Within two months of employment:**

Acquire a valid State of California Wastewater Plant Operator's Grade I Operator in Training certificate.

##### **Within two years of employment:**

Obtain either a Grade I Water Treatment or Grade I Wastewater Treatment Operator Certificate issued by the CA State Water Resources Control Board.

##### **Within four years of employment:**

Acquire a valid State of California Wastewater Plant Operator's Grade II certificate, a Water Treatment Plant Operator Grade I certificate. CWEA Collection System Maintenance certification issued by the State of California Department of Health Services is desirable.

Approval: /s/ Steve Rogers  
Town Manager

Effective Date: 7/19/2022

Revised: Brad Raulston Resolution No. 24-4330  
Town Manager

Effective Date: 12/17/2024