

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: TREATMENT PLANT OPERATOR TRAINEE (Job Code 839).

GENERAL STATEMENT OF JOB

This apprentice position works under the supervision of a licensed operator at all times. Under the supervision of a specified departmental supervisor, operates treatment facilities to control flow and processing of water/wastewater, sludge and effluent. Employee in this position is expected to receive and understand instructional information, to retain and apply academic knowledge of treatment plant theories and methods, and to follow standard operating procedures for safe handling and storage of treatment chemicals. Employee operates and maintains treatment plant equipment to regulate water flows and system pressure in the City's water and/or wastewater treatment plants. The TPO Trainee observes variations in operating conditions and interprets meter and gauge readings and test results to determine processing requirements and makes necessary operational adjustments, as appropriate. Work is reviewed through observation and written reports of adherence to established State of Florida Rules and Regulations.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Monitors, adjusts, and records data from gauges, meters, control panel and equipment to ensure proper treatment, pressures and flow rates of the water/wastewater systems.

Maintains shift logs and records meter and gauge readings.

Extracts samples and performs routine laboratory testing and analyses.

Inspects, handles emergencies, and maintains mechanical equipment in wastewater treatment plant.

Dispatches appropriate service crews in response to emergencies.

Performs routine troubleshooting on process equipment.

Participates in the training and development of Treatment Plant Operator Trainees.

Responds to customer inquiries and complaints, and provides information or refers to appropriate personnel.

Follows proper safety procedures at all times while on duty.

Conducts Plant and facility tours and oral presentations as directed.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Must have obtained a high school diploma or equivalent;

Must possess and maintain valid Class “E” Florida Driver’s License

Must provide documentation evidencing a passing score on the FDEP (Class “C” or higher) Treatment Plant Operator licensure examination.

Must complete the work experience required for licensure and obtain his/her TPO license (Class “C” or higher) within 18 months of becoming a TPO Trainee. Failure to complete these requirements may result in demotion or termination.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (20 – 50 pounds) and occasionally very heavy (100+ pounds) items.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of technical materials relevant to water/wastewater regulatory practices and technical aspects of operation and maintenance.

Intelligence: Requires the ability to draw valid conclusions from testing and monitoring processes. Requires the ability to apply common sense understanding to perform semi-repetitive tasks and to utilize principles of rational systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply, and divide; interpret graphs; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for testing and inspection tasks and for record maintenance.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving information and instructions.

Physical communications: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear.).

Environmental Requirements: Duties require frequent exposure to adverse environmental and hazardous conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of basic water/wastewater treatment methods and procedures, sanitary characteristics of wastewater and chemicals used in the treatment process.

Knowledge of plant safety precautions.

Skilled in the use of treatment plant equipment, i.e., pumps, measuring devices, valves, and basic water quality laboratory equipment.

Ability to understand and follow oral and written instruction.

Ability to gather and maintain complete and accurate records.

Ability to operate computer systems.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date