

DESTIN WATER USERS

Job Description

Job Title: Wastewater Treatment Operator Trainee

Department: Wastewater Operations

Reports To: WWTP Chief Operator

FLSA Status: Non-Exempt

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Approved By: Lockwood Wernet

Approved Date:

Summary

The Wastewater Treatment Plant Operator Trainee will be under direct supervision of the WWTP Superintendent and is responsible for overall operation and preventative maintenance of the wastewater treatment plant and associated equipment in accordance with federal, state, and Destin Water Users, Inc., operating instructions, policies and procedures.

Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Will perform predictive, preventive and corrective maintenance on all mechanical equipment and facilities associated with the wastewater treatment plant and reclaimed process equipment.

Inspects plant for overall process condition.

Recognize process upsets and or critical conditions in unit processes.

Operates process equipment. (valves, pumps, and etc.)

Operates electrical controls. (timers, and etc.)

Monitors computer, meters, gauges and control panels.

Collects water/wastewater samples as required.

Determines treatment process conditions using laboratory data, meter and gauge reading.

Maintains process control records.

Cleans clarifier weirs, bar screens and other items necessary for proper unit process function.

Performs general housekeeping duties.

Participates in the installation and training of new or rebuilt equipment.

Do minor plumbing repairs.

Be able to or trainable to replace packing and seals in pumps and valves, service and replace bearings in small motors and other equipment, and regularly lubricate and replace parts as needed.

Maintain protective coatings on equipment and facilities.

Be accountable for all equipment and tools assigned to you personally, or assigned to others. Perform periodic tool and equipment inventories as directed by the supervisor. Regularly check all tools and equipment for safe operation. Insure all equipment safety features operate properly.

Utilize all safety equipment afforded for your protection, and perform assigned tasks efficiently and safely.

Performs all additional reasonably related duties as assigned by immediate supervisor and other supervisors as required.

Must have regular attendance on the job.

Must have ability to work effectively with company personnel and customers.

Performs shift work and holiday work as assigned by the WWTP Superintendent.

Supervisory Responsibility

This job has no supervisory responsibilities.

Qualifications

Must have a high school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience. Maintenance of pumps and mechanical equipment background is desired, but not mandatory. Meet certain requirements pursuant of DWU & FDEP regulations and become a certified operator by taking and successfully passing the FDEP state exam

within a **12 month time frame**. Must be insurable by the company's insurance carrier. Must possess a valid driver's license.

Knowledge, Skills & Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and extreme heat. The employee is occasionally exposed to high, precarious places; extreme cold; risk of electrical shock and vibration. The noise level in the work environment is usually loud.