



<b>Job Title:</b>	<b>Water Reclamation Operator Trainee</b>	<b>Department:</b>	Operations
<b>Reports To:</b>	Water Reclamation Operations Supervisor	<b>Location:</b>	Coneross Creek WRF
<b>FLSA Classification:</b>	Non-Exempt	<b>Status:</b>	Fulltime
<b>Date:</b>	January 13, 2008	<b>Direct Reports:</b>	0
<b>Revised:</b>	March 17, 2021	<b>Grade:</b>	NE-1

### Position Summary

Under the guidance of a certified operator, tends pumps, polymer feeders, blowers, chlorinators, sludge presses, and other equipment used to treat wastewater by settling, aeration, and sludge digestion. Works under direct supervision of the Water Reclamation Operations Supervisor.

### Position Responsibilities - Essential

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.

Walks through plant and performs visual inspections of all pumps and other equipment.

Collects samples, performs basic sample analyses, and records data as directed by the Water Reclamation Operations Supervisor or Water Reclamation Operator III (Senior Operator).

Monitors plant processes, using portable DO and pH meters. Records results, and makes adjustments as necessary.

Reads charts, flow meters, and gauges to detect equipment malfunctions. Records data from charts.

Reads chemical feed and flow rates.

Monitors SCADA system.

Assist with removing obstructions, such as coarse materials from bar-screens, to accelerate influent through initial screening process.

Cleans clarifier weirs and flumes using brush.

Operates and adjusts sludge dewatering presses, and mixes polymer for presses.

Operates backhoe loader and dump trucks to remove sludge.

Monitors alarms and communication systems with remote lift stations.

Maintains records of tasks completed, new developments, meter readings, sampling analyses results, and other information as necessary.

Mows grass, cuts weeds, sweeps and mops surfaces, and performs other custodial or maintenance duties at all locations at the facility.

Must work nights, weekends, holidays, and/or during inclement weather events due to business necessity.

Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

### Position Responsibilities - Non-Essential/Other

Adheres to the Authority's safety program and regulations.

Performs other related duties as required.

## **Core Competencies**

### **DATA INVOLVEMENT:**

Requires copying, transcribing, entering or posting data or information on inspection forms or electronic devices; operating Computerized Maintenance Management System (CMMS) applications, Supervisory Control and Data Acquisition (SCADA) systems, Microsoft applications, Adobe Acrobat, and other such programs.

### **PEOPLE INVOLVEMENT:**

Requires effectively communicating with people in person, by phone, in writing, or using a computer to convey or exchange information of a technical nature.

### **INVOLVEMENT WITH THINGS:**

Requires using a motor vehicle, pumps, presses, dump truck (non-CDL), laboratory equipment, safety equipment and devices, setting up and operating a wastewater sampler, and using other specialized equipment that that requires extended training and experience; may involve calibration and testing of devices.

### **REASONING REQUIREMENTS:**

Requires understanding and strictly adhering to industrial processes and wastewater technologies, sampling methods, analytical procedures, recordkeeping, flow measuring, and safety/security requirements.

### **MATHEMATICAL REQUIREMENTS:**

Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes, and/or computing flow, concentration, and percentages.

### **LANGUAGE REQUIREMENTS:**

Requires reading technical instructions, procedures, schematics, plans, manuals, and charts to solve practical problems. Responsible for composing routine reports and specialized reports and forms with proper format; speaking compound sentences using normal grammar and word form.

### **MENTAL REQUIREMENTS:**

Requires doing clerical, manual or technical tasks prescribed by standard practices but which may require computation, the use of several procedures simultaneously, and the use of independent judgments with obvious choices; requires acute attention to detail in order to obtain accurate results.

## **Essential Skills and Experience**

### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Varies based on specific job experience in the biological wastewater treatment field. Associate's Degree in chemistry, biology, environmental science, or a closely related field or high school diploma, GED, or equivalent.

### **SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess and maintain a valid SC Driver's License.

Must complete various workshops and training seminars to remain abreast of requirements and developments in wastewater as necessary.

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Must possess and maintain a Biological Wastewater Operator Level “D” license as issued by SC LLR within 12 months of employment.

May be required to obtain additional training, education, and/or certifications as required by management.

**EXPERIENCE REQUIREMENTS:**

No previous experience required.

<b>Beneficial Skills and Experience</b>
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Experience in maintenance, electrical, and/or mechanical skillsets.

<b>Physical Demands and Working Conditions - ADA Guidelines</b>					
Posture Requirements	N/A	1 – 25%	26 – 50%	51 – 75%	76 – 100%
Balancing		X			
Bending			X		
Climbing		X			
Crawling		X			
Crouching		X			
Driving			X		
Kneeling			X		
Reaching			X		
Sitting			X		
Standing				X	
Twisting		X			
Walking					X
Environmental Conditions	N/A	1 – 25%	26 – 50%	51 – 75%	76 – 100%
Cramped Area		X			
Dust		X			
Fumes/Odors			X		
Hazardous Chemicals		X			
Hot/Cold Temperatures		X			
Outdoors					X
Noise					X
Concrete Floor					X
Vibration					X
Teamwork					X
Stress			X		
Confined Space Entry	X				
Wastewater Exposure					X
Electrical Hazards				X	
Mechanical Hazards				X	
Trenching and Excavation	X				
Oral Communication					X
Written Communication					X
Reading					X
Dexterity Requirements	N/A	1 – 25%	26 – 50%	51 – 75%	76 – 100%
Coordination			X		
Foot Pedals				X	

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Picking		X			
Handling			X		
Wrist Motion			X		
Lifting Heights		X			
<b>Lifting Requirements</b>					
10 pounds or less					X
11 to 20 pounds				X	
21 to 50 pounds			X		
51 to 100 pounds		X			
> 100 pounds	X				
<b>Pushing/Pulling Requirements</b>					
12 pounds or less					X
13 to 25 pounds				X	
26 to 40 pounds			X		
41 to 100 pounds		X			
> 100 pounds	X				

<b>Definitions</b>	
<b>N/A</b>	Activity is not applicable to this occupation
<b>1 – 25%</b>	Occupation requires this activity 1 – 25% of the time
<b>26 – 50%</b>	Occupation requires this activity 26 – 50% of the time
<b>51 – 75%</b>	Occupation requires this activity 51 – 75% of the time
<b>76 – 100%</b>	Occupation requires this activity 76 – 100% of the time

*The OJRSA has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the OJRSA reserves the right to change this job description and/or assign tasks for the employee to perform, as the OJRSA may deem appropriate.*

Employee Name Printed	Employee Signature	Date Signed
Manager/Supervisor Name Printed	Manager/Supervisor Signature	Date Signed

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