

**CITY OF FALMOUTH
POSITION DESCRIPTION**

JOB TITLE: Plant Operator Trainee

DEPARTMENT: Water

ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Develop a general overall knowledge of water flow through the plant from the raw water intake to high-level finished water output
- Develop a familiarity with
 - Line layouts and locations
 - Pump and valve locations
 - Names and locations and general functions of required tools and equipment
- Read showing flow rates and convert daily flows to hourly or other periodic flow rates
- Follow safety procedures plant wide
- Develop a knowledge of various lab equipment, cleaning procedures and storage of equipment and supplies.
- Develop a knowledge of and assist with general repair and preventative maintenance of pump repairs, valve repairs, plant repairs and painting, chemical feeders, general lubrication, grounds and landscaping maintenance and plant vehicle maintenance.
- Ability to make accurate entries in daily or monthly records, as instructed.
- Begin process of obtaining Class I Operators Certificate.
- Prepares required reports and records.
- Performs other duties as necessary.

PERIPHERAL DUTIES AND RESPONSIBILITIES.

- Maintains clean plant
- Assists with grounds keeping and landscaping.
- Assists plant operator in:
 - Changing chemical feed containers
 - Floc basin flushing and cleaning
 - Lamella thickener cleaning
 - Obtaining special samples
- Keep powdered chemical area neat and clean according to accepted plant procedures.
- Keep lime and flocculent storage hoppers filled and restock chemical storage area, as necessary.
- Takes daily or hourly meter/gauge readings, as requested
- Assists in overall operations of plant, as directed
- Prepares for certification test
- Serves on assigned committees.
- Assists with other tasks, as assigned

SUPERVISION RECEIVED.

Works under the direct supervision of the Plant Supervisor.

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.

Work is performed in a warehouse and/or field setting. Moderate outdoor work is required in the field.

While performing the duties of this job, the employee is frequently required to stand; walk; talk or hear; use hands to finger, touch, or feel; stoop, kneel, crouch, or crawl; reach with hands and arms; and taste or smell. Occasionally the employee is required to sit, and climb or balance.

The employee must frequently be able to lift and/or move weights up to 70 lbs.

Vision Requirements

- Close Vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision
- Peripheral Vision
- Depth Perception
- Ability to Adjust Focus

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 occasionally works in outside weather conditions. Frequently the employee is exposed to toxic or caustic chemicals; fumes or airborne particles; vibrations; gases and chemicals used in plant; and work near moving mechanical parts. Occasionally the employee is exposed to wet, humid conditions (non-weather); work in high, precarious places; extreme heat (non-weather); and risk of electrical shock. Employee may sometimes be required to work with explosives.

The noise level in the work environment is usually loud.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a high school, or equivalent

Necessary Knowledge, Skills and Abilities:

- Strong written and verbal communication skills.
- Understanding of mathematic principals and basic calculation necessary to plant operations, such as
 - reading totalizers
 - calculating daily flows
 - reading chemical feed scales
 - calculating daily and hourly usage levels
- General ability to read gauges showing flow rates and convert daily flows to hourly or other periodic flow

rates.

- Safety procedures plant wide
- Sampling procedures, as requested by supervisor
- Location of lab and safety procedures specific to the lab
- Laboratory equipment storage and clean up procedures
- Names of various lab equipment and ability to name on sight plant cleaning procedures and storage of equipment and supplies.

SPECIAL REQUIREMENTS

- Must possess a valid driver's license or have the ability to obtain one upon hire.
- Must obtain a Class I wastewater treatment operators' certification within 1 year.

TOOLS AND EQUIPMENT USED

- This position requires the use of various water treatment plant machinery, functions and equipment, such as:
 - Intake structure
 - Source water (raw water) wall and totalizer
 - Hydro screen
 - Chemical application trough
 - Chemical feeders
 - Flash or rapid mix basin
 - Flocculation Basin
 - Lamella Gravity Thickener and sedimentation process to include sludge withdrawal system.
 - Filtration system:
 - Dual media filter basins
 - Control consoles
 - Low service well
 - Post filtration chemical feeds
 - High service pumping operations

Date approved _____