RIVIERA UTILITIES

POSITION DESCRIPTION
OPERATOR TRAINEE

JOB TITLE: Operator Trainee
DIVISION: Eastern
REPORTS TO: Wastewater Department Supervisor
DEPARTMENT: Wastewater
EFFECTIVE DATE: August 15, 1997

SUMMARY:
To work with, or under the direction of, others in the Wastewater Department repairing, operating and maintaining wastewater facilities, including wastewater plant, lift stations, force mains, interceptor lines and stabilization pond grounds. Also work with, or under the direction of, others in the Water Department or other departments as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Work with, or under the direction of, others performing routine operational and maintenance functions, including cleaning clarifiers, headworks, ditches, collecting samples, as well as performing certain tests, maintaining all plant equipment, and performing other operational and maintenance functions. Checking and reading pump meters, chemical feed meters and large weigh scales. Cutting grass and maintaining areas around building and other structures. Clean, paint, and maintain buildings, pumps, blowers, screw pumps and general equipment and property, also handling chemicals.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.
EDUCATION OR EXPERIENCE:

High School diploma or equivalent required. Previous experience in a similar position will be considered, but is not required.

JOB SKILLS:

1. Legible handwriting.
2. Listen to and/or read each work assignment and follow through to completion.
3. Must be able to add, subtract, multiply, and divide all units of measure, as well as estimate quantities.
4. Able to work alone, or in a group with one or more persons, and to follow through on work assignments.
5. Accurately record information.
6. Be able to learn to operate and maintain equipment, such as, front-end loader, tractor with grass cutter, pumps, pressure washers, air boat, and sewer cleaning machine.
7. Operate a vehicle safely, such as a pick-up truck with standard shift, both on and off the road.
8. Courteously and efficiently communicate with customers and fellow employees.
10. Operate all types of hand tools and work equipment with dexterity and precision.

TO DO THIS KIND OF WORK, YOU MUST BE ABLE TO:

1. Speak English clearly, listen carefully, comprehend and follow instructions.
2. Communicate well with many different kinds of people.
3. Use common hand tools, both power operated and manual.
4. Drive and operate various types of vehicles with automatic or standard shift.
5. Learn how to operate various types of equipment.
6. Develop an operational knowledge of the wastewater plant and lift stations, and be able to apply such knowledge in a productive manner.
PERSONAL CHARACTERISTICS:

1. Professional appearance: Grooming and dress consistent with desired corporate image.
2. Arrive at work on time and maintain regular attendance at work. Coordinate with supervisor when need arises to be off work (sick/vacation day).
3. Carefully attend to detail; agreeably accept and promptly execute work assignments; exhibit a desire and willingness to learn.
4. Maintain a pleasant and cooperative attitude with customers and co-workers.
5. Have a basic mechanical aptitude.

PHYSICAL DEMANDS:

Lift 100 pounds maximum, with frequent lifting and carrying of objects up to 50 pounds. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, and seeing.

ENVIRONMENTAL CONDITIONS:

Outside: Work outside with no effective protection from weather. A job is considered "outside" if worker spends approximately 75 percent or more of the time outside.

Hazards: In many situations, the individual will be exposed to the definite risk of bodily injury.

MATH SKILLS:

Must be able to develop math skills to the point to be able to: add, subtract, multiple, and divide all units of measure, practical applications of fractions, percentages, ratios and proportions.

LANGUAGE SKILLS:

Must have developed language skills to the point to be able to: Read and understand instructions, safety rules, as well as training material, all in English.
REASONING ABILITY:

Ability to make decisions which arise that may have direct bearing on safety. Ability to make decisions which effect the aesthetic qualities of private property and yet maintain standard of the utility. Ability to determine personal abilities and limitations to handle, respond or take action in any given situation.

RELATIONSHIPS TO PEOPLE AND THINGS:

Data: Compiling, gathering, collating or classifying information about data, people or things. Reporting and/or carrying out a prescribed action in relation to information is frequently involved.

People: Must be able to talk with and/or signal to people to convey or exchange information.

Things: Operating-Controlling: Starting, stopping and adjusting the motions and progress of machinery or equipment. Operating machinery and equipment involves setting up and continuously maintaining complete control of all types of machines and equipment.

TO DO THIS JOB, YOU MUST HAVE THE FOLLOWING LICENSES OR CERTIFICATIONS:

1. A valid Drivers License issued within the United States, and must obtain a valid Alabama Drivers License within 60 days from date of employment if current Drivers License was not issued by the State of Alabama.