

RIVIERA UTILITIES
POSITION DESCRIPTION

Plant Operator Trainee

JOB TITLE: Plant Operator Trainee

DIVISION: Eastern

REPORTS TO: Plant Operations Supervisor

DEPARTMENT: Water and Wastewater

EFFECTIVE DATE: March 2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

SUMMARY:

This is an entry level position assisting certified operators in treatment of potable and/or wastewater, asset management, and plant maintenance services. This position reports to the Plant Operations Supervisor and receives daily direction from the Plant Operator II and III/ Crew Leaders.

Essential Duties and Responsibilities:

1. Clean plant equipment, structures, and plant site.
2. Paint pipes, structures, doors and other surfaces.
3. Assist in installation of piping networks, electrical conduit, electrical systems, and process equipment.
4. Assist staff in preventative maintenance and corrective maintenance duties.
5. Hook generators and by-pass pumps to the system.
6. Collect samples of water and wastewater at various locations.
7. Maintain chemical feed systems of the plants by pouring in chemicals, changing out chlorine cylinders, and making connections.
8. Monitor volumes of fluoridic acid, change out containers of acid, and prime the pumps for flow.
9. Calibrate equipment probes that monitor the water quality.
10. Document preventive maintenance activities, problems with equipment, and other information.
11. Pull and clean equipment such as: pumps, check valves, and relief valves.
12. Turn valves for maintenance and inspection.
13. Cleans debris from pumps and other devices.
14. Climb water tank to change light bulbs and check on equipment, perform general maintenance, move antennae, and help with inspections.
15. Monitor pump station wet well levels and gravity collection systems during rain events.
16. Assists water/wastewater field operations as needed.

Knowledge, Skills, and Abilities:

1. Knowledge of personal computing devices, the internet, and business/technical software (WORD, Excel, Outlook)
2. Knowledge of the operation, purpose, and basic repair steps of mechanical equipment (generators, by-pass pumps).
3. Knowledge of water treatment processes and distribution assets.
4. Ability to perform basic maintenance tasks such as painting, cleaning, trimming shrubs, etc.

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5. Ability to work in a confined space (tanks, wells, man holes) under the direction of experienced and qualified staff.
6. Ability to work around hazardous chemicals (caustic) and machinery in a safe manner.
7. Ability to interact with and maintain relationships between co-workers in a professional manner.
8. Able listen, understand, and act upon verbal or written instructions.
9. Able to work and maintain productivity in a solitary work environment or in a group setting.
10. Ability to read, comprehend, and understand documents, tables, manuals, written procedures and policies.
11. Ability to complete basic math operations: addition, subtraction, multiplication, division, and percentages.
12. Ability to commit time and resources to continuous learning and improvement.
13. Ability to communicate orally with a cross functional group of coworkers. (English Language required).
14. Ability to document work, material and daily maintenance procedures or work instructions through handwritten records and on the computer.
15. Ability to work safely and within procedure constraints; capable of being trained to and comply with safe working standards.
16. Ability to have regular and predictable work attendance.
17. Demonstrated mechanical aptitude.

Work Environment/Physical Demands:

Position requires a high level of commitment during working and off hours due to the continuous nature of processes that are involved. Position requires odd hours and during off days during emergencies and as needed. **Position is 90% field time and 10% office.** Lifting demands could be 50 pounds +/- for a long duration. Walking, Jumping and balance are required. Climbing is required up to 180 feet for Water Tank or Tower inspection.

Riviera will offer assistance for emergencies and other forms of assistance upon the request of other utilities. Mutual Assistance will require travel outside our service area to perform work that meets the skills of the employee for whatever position and skill s that are needed to meet the request.

Environments that will be encountered are:

- Wastewater including but not limited to feces, urine, grease, oil and sludge.
- Chlorine Gas, Lime, Fluoride and other process chemicals.
- Noxious odors are normal
- Insects including but not limited to roaches, midges, flies and worms.
- Enclosed spaces including but not limited to man holes, clear wells and lift stations.
- Heights not to exceed 200 feet.
- Office environment

Minimum Qualifications:

- High School Diploma or GED.
- Must prepare for and strive to achieve a Grade IC Wastewater Certification for collection systems and a Grade I Water Distribution Certifications after one year experience as a

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Trainee.

- If 21 years of age or older, applicant must obtain a valid Commercial Driver's License (CDL) within 1 year after the date of hiring. If less than 21 years of age, applicant must have a valid driver's license and, within 1 year after becoming 21 years of age, applicant must obtain a valid CDL.