

## **OPERATOR IN TRAINING (OIT)**

### **DEFINITION:**

Under general supervision, does a variety of semi-skilled work in the construction, installation and maintenance of the district's water and wastewater facilities and services; general house and grounds keeping; operate a sewage treatment plant; perform routine laboratory tests; make repairs and adjustments to plant equipment; visually inspect District sewer lines for obstructions or failures, and to perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

This is the entry-level working Operator in Training classification. This position works under direct supervision of the assigned department supervisor and/or lead worker. Performs semi-skilled and manual work in support of public works and water system maintenance and construction activities. Performs all work in accordance with department policies, procedures and standards of quality and safety. Operates a variety of light to heavy equipment; maintains assigned tools and equipment. Drives truck and other equipment; loads/unloads equipment, supplies and materials, etc. Performs related duties as required. May work beyond normal working hours as required.

Work is often performed in an assigned area and may involve working around other District staff and/or the public, depending upon assignment. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive direct instruction or assistance as new or unusual situations arise.

This class is distinguished from the Maintenance Worker/Meter Reader classification in that incumbents are expected to perform a broader range of duties with more skill and knowledge. This class is distinguished from the Operator I/II classification in that incumbents in the latter classification have more independent authority and decision-making abilities and greater skill set and duties.

### **REPORTS TO:**

Utility Operations Manager and Field Supervisor.

### **CLASSIFICATIONS SUPERVISED:**

This is not a supervisory class.

**EXAMPLES OF IMPORTANT AND ESSENTIAL JOB DUTIES: (Illustrative Only)**

**Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.**

- Participates in the installation, construction, maintenance and repair of water mains, pump stations, service lines, and other water utility components, including valves, regulators, and pumps and motors; taps mains.
- Installs, maintains, tests and repairs fire hydrants.
- Digs and backfills trenches.
- Resurfaces asphalt and forms, pours and finishes concrete repairs at job sites.
- Activates and Deactivates water services.
- Reads water meters.
- Collects water samples.
- Participates in the installation, maintenance and repair of sanitary sewers, pumping stations, storm drains and related structures; inspects system components.
- Lays sewer lines.
- Raises or lowers manholes to proper street or alley grade.
- Cleans, rods and flushes District sewer lines.
- Maintains and makes minor repairs to all District properties.
- Assists in excavating for services using hand and/or power tools.
- Sets services saddles on mains and operates tapping equipment.
- Runs services lines, sets meter yoke, meter and meter boxes.
- Learns location of valves, meters and manholes.
- Rods and flushes sewer mains.
- Operate valves and other controls to feed chemicals into sewage and water.
- Regulate and control the flow of sewage through the plant, including the operation of bar screens, pumps, blowers, chlorinators, and other equipment.
- Read charts and gauges and maintains a log of plant operations.
- Take samples of sewage and perform routine laboratory tests, such as chlorine residual, bio-chemical oxygen demand, dissolved oxygen, volatile solids, settleable solids, and other tests.
- Assist in periodic maintenance work, including disassembly and repair of pumps, valves, flow rate controllers, chemical dispensers, bar screens, collectors, and other plant equipment.
- Utilize SCADA system to track operational and plant process control trends.
- On-call during off duty periods when directed by the General Manager or designee and generally available to respond to night and weekend emergencies.
- Other related duties as may be required.

## DESIREABLE QUALIFICATIONS:

### Knowledge of:

- Safe work practices.
- Safety rules, codes and regulations pertaining to wastewater systems.
- Hand and power tools, equipment and materials used in maintenance and construction work.
- Methods, techniques, and equipment used in sewage disposal.
- Operation, maintenance, and repair of wastewater treatment plant equipment.
- Operation, maintenance, and repair of wastewater system lines.
- Wastewater treatment principles, methods, and practices.
- Proper methods used in cleaning work.
- Basic facility and ground maintenance techniques and materials.
- Principles and procedures of record keeping and reporting.
- Modern office practices, methods and computer equipment and applications related to the work.
- Recordkeeping and reporting procedures
- Chain of command.
- SCADA system, chlorine handling procedures, and hazmat safety rules and regs.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Expectations within the CPUD rules and regulations, the Local 39/CPUD Miscellaneous MOU and the CPUD policies.

### Ability to:

- Perform semi-skilled work in the maintenance, construction, and repair of District facilities.
- Perform manual labor.
- Perform periodic maintenance work, including disassembly and repair of pumps, valves, flow rate controllers, chemical dispensers, bar screens, collectors, and other plant equipment.
- Read charts and gauges and maintain a log of plant operations.
- Take samples of sewage and perform routine laboratory tests, such as chlorine residual, bio-chemical oxygen demand, dissolved oxygen, volatile solids, settleable solids, and other tests.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Clean and care for an assigned area and equipment.
- Perform a variety of general maintenance and semi-skilled work in the maintenance and repair of District buildings, facilities, and associate equipment.
- Recognize and locate conditions which require maintenance and repair.
- Work on own initiative without close supervision.
- To respond to night and weekend emergencies, upon direction of direct supervisor.
- Efficiently and accurately complete tasks.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationship with those contacted in the course of work.
- Efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication

**MINIMUM QUALIFICATIONS:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade. (High School Diploma or GED)
- Previous work experience performing heavy physical labor is highly desirable.
- A valid Class “C” California Driver's license with driving history acceptable to District’s insurance provider.
- Possession of a valid Operator in Training Certificate.

**TOOLS AND EQUIPMENT USED:**

May include District trucks, vehicles, trailers, backhoe, loader, excavator, rodding machine, jetter, various snow removal equipment, pneumatic tools, sewer cameras, various other hand and power tools, shovels, telephone, or other tools and heavy equipment as required by the assignment.

**PHYSICAL DEMANDS:**

Frequently stand and walk; walk for long distances and on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; must be able to maintain stamina during sustained physical activity; finger dexterity and arm-hand steadiness to use a variety of hand and power tools; must be able to reach and lift arms above the shoulder; ability to lift material weighing over 100 pounds with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal communication, ability to wear safety and protective clothing such as hard hats, safety glasses/goggles, ear plugs, respirators, gloves, boots and chemical resistant clothing; use of hand tools, chain saws, and jackhammers.

**ENVIRONMENTAL ELEMENTS:**

While performing the duties of this job, the employee often works in outside weather conditions. The employee occasionally works near moving mechanical devices. The employee occasionally works in high, precarious, or in confined places and is occasionally exposed to adverse environmental / work conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, snow, fumes, temperature and noise extremes,

machinery hazards, electric currents, traffic hazards, pathogenic substances or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

**PROBATIONARY PERIOD:**

Successful applicant shall have a one (1) year probationary period.

**WAGES/BENEFITS:**

Pay scale and benefits are under the Local 39/CPUD Miscellaneous most current, approved MOU.

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