

ENCINA WASTEWATER AUTHORITY

DATE: June 2022

POSITION TITLE: Operator-In-Training

DEPARTMENT: Operations

REPORTS TO: Shift Supervisor

FLSA STATUS: Non-exempt

POSITION SUMMARY: This is the entry-level position in the Operator series. Under the direct supervision of the Operations Supervisor/ Lead Operator, this position performs: performs operational activities and limited maintenance of complex secondary and tertiary treatment systems at the Encina Water Pollution Control Facility (EWPCF), Remote Facilities (Agua Hedionda Pump Station, Buena Vista Pump Station, Buena Creek Pump Station, Raceway Basin Pump Station, and Carlsbad Water Recycling Facility (CWRF); or Resource Recovery (biosolids handling and recycling, alternative fuels, and cogeneration), and other Authority operated facilities; and, performs other related duties as assigned.

SUPERVISORY DIMENSIONS: This position exercises no direct supervision of staff.

ESSENTIAL JOB DUTIES:

- Promote the Authority's Mission, Vision and Values.
- Receive training in the operation of Authority operated facilities, policies, and procedures.
- Under direct supervision, learn to operate complex treatment processes in order to meet all permit requirements safely and efficiently.
- Under direct supervision, learn to operate auxiliary facilities such as potable and reclaimed water systems, chemical handling, solids handling, alternative fuel handling, pipeline conveyance, pumping stations, compressed air systems, co-generation facilities, and any other Authority operated facility as assigned.
- As directed, monitor, troubleshoot and perform minor repairs on various equipment including pumps, motors, regulators, etc.
- Receive training to collect samples and safely perform laboratory testing for evaluation and process control. Informs Shift Supervisor/ Lead Operator of results.
- Operate Authority vehicles in accordance with EWA Vehicle Use Policy.
- Operate forklifts, utility carts, scissor lifts, aerial lifts, semi-tractors with trailers, and other such equipment within Authority operated facilities.
- As directed, perform daily plant checks; inspects valves, pumps and equipment using sight and sound analysis; and report finding to Shift Supervisor/ Lead Operator.

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- Under direction supervision, perform wastewater treatment tasks such as emergency and scheduled shutdowns.
- Inspect and report problems in Authority operated facilities to Shift Supervisor/ Lead Operator.
- Perform general housekeeping tasks, building maintenance, and cleaning of tanks and equipment at Authority operated facilities.
- Learn techniques to interface with the public, trucking firms, contractors, consultants, member agencies, and vendors.
- Utilize automated systems, such as SCADA projects and databases to access information and monitor operations. Inform Shift Supervisor/ Lead Operator of observed deficiencies or issues.
- Under direction, respond to emergencies at Authority operated facilities and may participate in incident command events.
- Ensure that Authority safety policies and procedures are followed and maintained during operations, maintenance, or testing.
- Under direction, interface with Technical Services Department to facilitate preventative maintenance and/ or corrective work orders, emergency response, and other coordinated departmental activities as needed.
- Under direct supervision, perform isolation, shut-down, tag-out and start-up of Authority operated equipment in accordance with Authority policies as assigned.
- Under direction, receive chemical deliveries, ensure procedures are adhered to including monitoring tank levels to ensure adequate capacity, ensuring proper valve arrangement, paperwork filing and documentation.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required for These Duties:

- Basic knowledge of the operating principles of complex secondary and tertiary treatment systems, including but not limited to digestion processes, solids handling, co-generation, activated sludge, primary treatment, disinfection, wastewater conveyance, and thickening processes.
- Basic knowledge of and ability to use the types of equipment used in the wastewater treatment process such as pumps, motors, valves, filters, engines, meters, blowers and compressors, and other Authority operated equipment.
- Basic knowledge of and experience with tools and equipment necessary to perform limited repairs to mechanical equipment.

- Knowledge of safety practices and procedures as they apply to wastewater and water recycling treatment facilities, sewage conveyance systems, mechanical equipment, chemical handling, and gas management systems.
- Ability to investigate and compile information about operations and present to the Shift Supervisor/ Lead Operator.
- Skills in basic arithmetic; reading, writing and oral communication in English; and computer skills, including data entry and word processing.
- Ability to establish and maintain cooperative working relationships in order to foster a team approach.
- Ability to perform strenuous physical activities for extended periods of time including lifting, bending, carrying, crawling, and climbing.
- Ability to withstand exposure to varying weather conditions, work in wet and/or odorous areas, and work in confined spaces.
- Ability to respond to 24-hour call-ins, work varying hours, weekends, holidays, and days off, and perform stand-by duty as needed.
- Ability to work independently and safely.
- Knowledge of Microsoft Office applications (i.e., Excel, Word, PowerPoint, Teams, Outlook). Ability to learn WIMS, and Authority's requisition and employee self-services program.
- Ability to be medically authorized to be fitted for and wear a respirator in accordance with the Authority's Respiration Protection Policy.

EDUCATION REQUIREMENT: Graduation from High School or equivalent and six (6) educational points as defined by State of California Water Resources Control Board (SWRCB) education requirements for operator certification.

EXPERIENCE REQUIREMENTS: Experience that clearly demonstrates possession of the knowledge and skills stated in the position description.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

CERTIFICATION REQUIREMENT: Attainment of an Operator-In-Training certificate from the State of California Water Resources Control Board (SWRCB) within 90 days of employment and maintenance of certificate in an active status. The Operator-In-Training must meet requirements and pass an examination for the SWRCB Grade I Wastewater Treatment Plant Operator Certificate no later than 18 months after the first examination given by the state after placement in the Operator-In-Training position.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel or operate objects, tools, or controls; and reach and lift with hands or arms. The employee is frequently required to stand, stoop, and kneel for prolonged periods of time.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus. The employee must regularly lift and move up to 50 pounds.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT:

While performing the duties of the job, the employee is frequently exposed to toxic or hazardous chemicals, slip, trip, and fall hazards.

The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas.

RESPIRATORY PROTECTION POLICY/PROGRAM REQUIREMENT: This position must comply with the Authority's Respiratory Protection Policy & Procedures, which requires the use of respirators when conducting specific tasks.

QUALIFICATIONS: Ability to pass Authority pre-employment physical examination, including respiratory protection, hearing and other testing as applicable; possession of a good driving record and ability to be insured by Authority's insurance carrier; and the ability to read, write, speak, and comprehend English.

PROMOTIONAL OPPORTUNITIES: Advancement in the Operator series to Operator I may be made after an Operator-In-Training successfully completes a one-year probation period; possesses a valid SWRCB Grade I Wastewater Treatment Plant Operator Certification or higher; and completes the Authority's Operator Performance Qualification Standards (PQS) program.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, and physical disability.

The list of essential job duties contained in this job description is not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and a drug screen.