

AUGUSTA WATER

Job Description

JOB TITLE:	Water Operator Trainee	DATE:	March 2024
DEPARTMENT:	Treatment Operations/Water	FLSA:	Non-Exempt
REPORTS TO:	Plant Supervisor	CATEGORY:	Essential

SUMMARY OF RESPONSIBILITIES:

Perform routine tasks, necessary tests, and apply sound judgment based upon training and defined operations and maintenance practices related to the processing of water at treatment facilities and/or pump stations; does related work as required. Work is performed under the general supervision of the Plant Supervisor and/or Senior Operator of the Water Department.

ESSENTIAL JOB FUNCTIONS:

1. Under direct supervision of management, assist with operate domestic water treatment systems including chemical and physical processes to gain knowledge.
2. May be assigned to operate any water facility and/or process at Augusta Water, under direct supervision.
3. Conduct regular inspections of facility; observe process control parameters via SCADA, various instrumentation screens, and results of laboratory analyses; and anticipate and plan for flow changes and treatment system adjustments.
4. Respond to all alarms, failures, and process needs occurring at any water facility, under supervision.
5. Read meters and gauges, enter data in operational log and computer spreadsheets, and complete other permanent and temporary records and reports.
6. Observe operations of chemical feed systems, and replenish as needed, monitor and measure feed rates on a regular and timely basis, under supervision, adjust feed rates to meet treatment needs and operating permit goals and requirements.

7. Disassemble pipes and clear out pumps when clogged, under supervision and change and clear screen filters.
8. Calibrate pH and turbidity meters.
9. Under direct supervision of a licensed operator, collect samples and perform analyses on water samples as scheduled and as needed. Learn how to collect and submit to central laboratory all required samples, interpret tests results and make corresponding treatment process changes where necessary, and conduct special tests as required by supervisor.
10. Under direct supervision, fill out required daily operational reports.
11. Inventory, track and deliver chemicals, equipment parts and supplies to facilities.
12. Check booster stations and clean filters.
13. Operate industrial equipment to haul chemicals and other materials.
14. Understand plant valving and piping systems. Under direct supervision of a licensed operator, make changes to flow patterns as needed.
15. Perform preventive and minor maintenance on equipment and assist maintenance personnel as assigned. Respond to and diagnose maintenance problems with appropriate action. Communicate directly with maintenance personnel in the absence of the Senior Operator and Plant Supervisor.
16. Clean vehicles, perform general housekeeping and other building and grounds tasks as assigned.
17. Participate in operational discussions to further knowledge and understanding of the plants and process. Communicate with supervision and licensed operators on observations of the plants, processes, sample test results, and other observations.
18. Perform required safety checks as needed.
19. Assist with training new hires/trainees.
20. Perform duties and tasks in an environmentally friendly manner.
21. Perform duties in accordance with all local, state and federal laws, rules and guidelines.
22. Maintain effective working relationship with co-workers.
23. Remain aware of and adhere to personnel and safety policies and practices.
24. Perform other duties as required.

QUALIFICATIONS / BASIC JOB REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school or vocational school. Must possess a valid Virginia Driver's License. Must possess a valid Class B Virginia Commercial Driver License with H and N endorsements and air brakes or be able to acquire the same within 12 months of hire. Must obtain a minimum of the Virginia Waterworks Operator Class 4 license within twenty-four months of employment as a condition of successful job

performance and continued employment. Must be available to work days, nights, weekends, holidays, on-call, and any combination.

KNOWLEDGE AND SKILLS:

1. Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence legibly. Speak effectively to members of the organization and conduct yourself in a professional manner
2. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
3. Ability to operate small office equipment and computers for data entry. Experience with Microsoft Office is preferred.
4. Ability to operate and repair small/light equipment, such as power tools; medium equipment and machinery, such as vehicles or commercial mowers; heavy or complex machinery, such as centrifuge and dump trucks.

WORKING CONDITIONS:

1. Frequent standing, walking, reaching, climbing, and driving.
2. Frequent stooping, kneeling, crouching, crawling, balancing, and sitting.
3. Must be able to frequently lift and/or move up to 55 pounds without assistance.
4. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception with or without visual aids.
5. Must be willing to work weekends and holidays.
6. Frequently exposed to moving mechanical parts.
7. Frequently exposed to wet and/or humid conditions; elevated, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions.
8. Occasionally exposed to moderate noise level and bright or flashing lights.
9. Required to work irregular schedules on an as needed basis, which includes overtime, night duty (rotating on-call duty), weekends, and holidays. Subject to call-in for emergency assignments.
10. Must have work cell phone and/or on-call laptop/tablet.

EMPLOYMENT CONDITIONS:

1. Pre-employment drug test
2. Pre-employment criminal background check
3. Pre-employment driving record review

4. Annual driving record review
5. Subject to a random drug and/or alcohol test

SAFETY REGULATIONS AND HAZARDS:

1. Must observe all safety rules and regulations for confined space, lock out tag out, fall protection, driving equipment, hazard communication, slips, trips, and falls, and any other safety hazard related to your position.
2. Must wear protective equipment as required (e.g., uniforms, eye protection, hearing protection, hard hat, gloves, safety shoes, seat belts, etc.).
3. May not operate any equipment or enter any confined space without prior training.
4. Must complete all safety trainings.
5. May be required to obtain and retain a Fork Lift Certification.

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE or APPLICANT: _____ DATE: _____

SUPERVISOR: _____ DATE: _____