



CLASSIFICATION DESCRIPTION

TITLE: UTILITY SYSTEMS OPERATOR TRAINEE JOB CODE: 5 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under direct supervision, the purpose of the position is to receive on-the-job-training (OJT) of basic diagnostic and equipment control operations to regulate collection, treatment, dispersal and disposal of water/wastewater in the City's Utilities Department according to the area of assignment. Employees in this classification learn how to monitor and analyze operating and processing conditions. Ultimately, employee will be authorized to modify process controls or equipment operation to ensure proper operating conditions. Objective is to become knowledgeable in regulatory compliance rules and regulations, and to learn all applicable environmental Federal, State, and local regulatory standards.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Learns and assists with regulatory work in the collection, treatment and disposal of water/wastewater, in compliance with all applicable City, State and Federal regulations and guidelines.
- Monitors various flow and additive rates of water/wastewater processing, e.g., effluent flow; pH, oxygen, and chemical levels; modifies flow and chemical feed rates to ensure appropriate levels.
- Monitors various operational aspects of water/wastewater processing, e.g., chemical use, power consumption, generator use, effluent/waste production, volume processing.
- Learns and assists with the collection and laboratory sample analysis to ensure adherence to regulatory chemical/additive parameters; monitors chemical/additive inventory to ensure appropriate supply/stock levels at all times.
- Learns and assists with chemical and pressure sampling and laboratory testing; calculates results/readings; ascertains treatment performance and quality; learns to perform appropriate equipment adjustments and calibrations.
- Performs various maintenance and purging duties, e.g., cleans algae from clarifier overflow weirs; cleans mechanical aerators and diffusers; pumps sludge, measures sludge blanket depth, and sprays down sludge tanks; rakes bar screens; cleans pipes and plumbing

apertures.

- Learns and assists with routine maintenance and repair duties of wastewater equipment and facilities, e.g., pumps, storage tanks, aerators, precipitators, filters, motors, pulleys, drive belts, solids and chemicals handling.
- Records daily pump readings, e.g., pressure, flow, time, chemical usage, pump function/operation; perform corrective measures to pump operations and settings as necessary.
- Performs records maintenance duties, e.g., data entry; generates spreadsheets for process control; prepares various reports; performs calculations, runs quantitative/qualitative analysis and interprets data for performance evaluation.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by six (6) months labor experience and a demonstrated ability to perform the physical and mathematical duties of the position; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

REQUIREMENTS

Trainee will have twenty-four (24) months from hire date to obtain and maintain Drinking Water Treatment or Wastewater Treatment, Level C Operator Certification issued by the Florida Department of Environmental Protection.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow verbal and written instructions.
- Ability to learn routine operations in the collection, treatment, dispersal and disposal of water/wastewater in compliance with all applicable City, State and Federal rules and regulatory requirements applicable to the work.
- Knowledge of the safe and proper use and care of manual and power hand tools and equipment.
- Ability to inspect machinery and mechanical equipment and to detect and identify apparatus malfunctions.
- Knowledge of intermediate level mathematical computations, including addition, subtraction, division, multiplication, decimals, ratios and percentages.
- Ability to read and interpret readings, measurements and flow rates obtained through application of diagnostics, laboratory sampling and testing equipment.

- Ability to read and interpret various documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.
- Ability to operate various office equipment, e.g., computer terminals, telephone systems, calculator.
- Ability to establish and maintain effective working relationships and communications with other employees, vendors, and the public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent is occasionally required to lift, move or carry objects up to 50 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, gases, odors or airborne particles; toxic or caustic substances; excessive noise; extreme temperatures; and dampness, wetness and humidity. While performing the essential functions of this job, the incumbent is occasionally exposed to possible bodily injury from electrical shock; falling from high, exposed places; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.