



CITY OF GUADALUPE

Wastewater Operator-in-Training - Public Works

SEIU Range 151

JOB DESCRIPTION

1/2020

DEFINITION

The Operator-in-Training (OIT) is the trainee-level. Incumbents in this class typically have little or no directly related experience and work under direct supervision while learning the job tasks. The purpose of the work-training program is to create a career path enabling incumbents to receive on-the-job training to develop the skills and experience of the Wastewater Operator.

ESSENTIAL FUNCTIONS:

- Inspects, cleans, repairs and adjusts large pumps and motors and wastewater pipes.
- Operates pumps, valves, electric motors and filters.
- Interprets and makes required adjustments to specialized instruments such as records, gauges, meters, charts and dials.
- Surveys the wastewater and collections system facilities on a regular basis to ensure that equipment is clean and in good operating condition.
- Washes and cleans bar screens and clarifier troughs.
- Cleans, paints and maintains the wastewater plant equipment, buildings and grounds.
- Performs water-quality tests and makes necessary dosage and related adjustments.
- Cleans and inspects sewer mains and lift stations.
- Works with City customers on compliance with grease trap/interceptor requirements.
- Other duties as may be assigned for this classification.

KNOWLEDGE/SKILLS:

- Maintenance and repair of mechanical equipment, such as pumps, gas engines and electric motors.
- Basic math and simple recordkeeping.
- Methods, materials, tools and equipment used in general construction.
- Ability to identify system problems or potential problems and take effective correction action in an efficient manner.
- Safety principles and precautions necessary in wastewater facilities and all work areas.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain cooperative relations with co-workers and the public.

EDUCATION/EXPERIENCE:

- High School Diploma, or equivalent.
- Minimum of one (1) year of general construction and maintenance work.
- Possession of a valid Class "C" California Driver's License at time of appointment; possession of a valid Class "B" California Driver's License within 12 months of employment.
- Must have and maintain a satisfactory (clean) driving record.
- Certificate: Incumbent will be immediately required to obtain a valid and appropriate California Operator-in-Training certification AND will be required to obtain a Grade I certificate issued by the State Water Resources Control Board within 18 months.



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PHYSICAL REQUIREMENTS:

- Frequently stands and walks for long periods; occasionally sits.
- Occasionally lift, carry, push and pull materials and objects up to 25 pounds.
- Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to effectively verbally communicate to exchange information both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.
- Occasionally uses a computer and telecommunications equipment; drives motorized equipment/vehicles.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently works in outside weather conditions and is exposed to wet and/or humid and dirty conditions.
- Frequently works nearly mechanic moving parts.
- Frequently works in contact with hazardous chemicals.

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

SALARY RANGE & BENEFITS:

HOURLY SALARY: \$18.630, Benefits available depending on hours

BENEFITS: Vacation, Sick Leave, and Holidays. Medical/Dental/Vision/Life Insurance. 2% @ 55 for "Classic" employees; 2% @ 62 for "PEPRA" employees.

APPLICATION PROCESS: Go to our website at www.ci.guadalupe.ca.us to download an application and send to City of Guadalupe, Attn: HR/EG, 918 Obispo Street, P.O. Box 908, Guadalupe, CA 93434 or email.

DEADLINE: Thursday, March 31, 2022 at 3:30pm

This job description is not intended to be all-inclusive. The employee may also perform other reasonable related duties as assigned.

The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.