

Job description

JOB OVERVIEW

JOB TITLE	Water Treatment Plant Operator Trainee
DEPARTMENT	Water Department
LOCATION	10818 NW SR 20 Bristol, Florida 32321
REPORTS TO	Page Wahlquist

GENERAL JOB DESCRIPTION

This is his is technical work assisting with and learning all aspects of the operation and maintenance of the County's Water Treatment Facilities. After instruction and orientation, quality and speed of work on routine duties should steadily become comparable to that of a certified operator.

DUTIES & RESPONSIBILITIES

- Visually check meters and make accurate entries into electronic meter reading device.
- Change out meters, check valves and/or meter bottoms as needed.
- Assist with service orders and investigation orders.
- Perform meter change outs when needed.
- Test water meters in the field. Install, read and maintain meters.
- Handle and troubleshoot customer complaints.
- Flushing of water mains.
- Other duties as assigned.

(The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.)

REQUIRED EDUCATION & TRAINING/ LICENSE

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Must possess a Class "C" Water Treatment Plan Operators certification issued by the State of Florida (FAC 62-602) within a period of two (2) years, however, satisfactory progress toward obtaining the certification must be demonstrated within one (1) year.
- Must possess a Distribution Operator License or acquire one within the first year of employment date.
- Valid Florida Driver's License and good driving record. Good driving record must be maintained
- Successful completion of background screening
- Pre-employment drug screening
- Pre-employment health physical required.
- **Must be available after hours for call backs after hours, weekends and holidays when necessary**
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations

SKILLS & ABILITIES

- Basic knowledge of tools, equipment, and vehicle maintenance.
- Basic computer skills.

- Ability to anticipate and adjust systems due to changing factors, such as, water quality, weather, and other factors
- Ability to understand and follow oral and/or written instructions;
- Ability to communicate courteously and tactfully with members of the public;
- Ability to use or repair small, medium, and heavy equipment and machinery
- Ability to supervise inmates.
- Problem solving skills
- Clear speaking voice
- Legible handwriting
- Analytical thinker who can multi-task; is a self-starter
- Proven leader, motivator, clear communicator and team player
- Good verbal and written communication skills
- Must be able to firmly create and maintain efficient and harmonious work relations with his co-workers, staff member, public officials, other groups and agencies, and the general public.

Physical Demands

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** Sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.

- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Work is performed in an environment requiring decisions that could lead to major community or organizational consequences if the appropriate decision is not made at the time.

WORKING CONDITIONS	
WORK ENVIRONMENT	The worker is subject to inside and outside environmental conditions. Tasks may risk exposure to extreme temperatures, humidity, etc. While performing the duties of this job, the employee frequently works near moving mechanical parts; in high precarious places; and in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals, biting insects, hazardous plants, and wild and domestic animals. The noise level in the work environment is usually moderate to excessive.
HOURS / SHIFTS	40 hours per week. Monday – Friday 8-5. **Emergency and On-Call Responsibility**
BENEFITS	A comprehensive benefits package that includes health, dental, vision, retirement, paid time off etc.
COMPENSATION	\$11.66/hour, \$24,252.80 annually
EMPLOYEE SIGNATURE	

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.