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## JOB DESCRIPTION

Position: **Wastewater Operator Trainee**

Reports to: Wastewater Operations Supervisor

Status: Nonexempt

### A. Purpose of Position

Under the general supervision of the Wastewater Operations Supervisor, the Trainee will perform responsible semiskilled duties related to the efficient and proper operation of the water and wastewater facilities of the Bedford Regional Water Authority ("Authority").

### B. Duties and Responsibilities

1. Read meters, gauges, and other instrumentation.
2. Complete and record daily operational tests as instructed.
3. Collect and deliver all samples as required.
4. Check for necessary routine service and preventative maintenance of equipment. Conduct all minor maintenance as necessary as instructed and maintain files for each location to assure adequate preventative maintenance is performed on equipment.
5. Check daily operation of wells, pump stations, and other Authority facilities for any necessary maintenance.
6. Monitor valves and pumps as instructed.
7. Adjust chemical addition as requested to meet treatment goals.
8. Complete all necessary monthly reports in a timely manner to allow adequate time to review, complete, and mail to appropriate Federal and State Agencies.
9. Maintain daily bench sheets for all testing, calibrations, chemical additions, and maintenance performed.
10. Keep all buildings and grounds clean and neat in appearance.
11. Operate sludge presses as needed.
12. Operate forklifts, tractors, and mowers.
13. Assist with maintenance, installations, and emergency repairs when necessary.
14. Investigate and assist customers with concerns.
15. Maintain assigned vehicle.
16. Perform other tasks and duties as assigned by Wastewater Operations Supervisor.

### C. Supervision Responsibilities

The position has no supervisory responsibility.

### D. Hours of Work

The position typically requires working 8 - 12 working hours per day, 40 hours per week, as scheduled with a thirty (30) minute lunch break. Shifts may be altered as deemed necessary. Regular weekend and holiday work is required. Being called in to work on emergency and other repairs is also understood to be a responsibility for this position. **Position is considered essential personnel.**

### E. Work Environment and Physical Requirements

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate; however, some work is conducted in noisy environments where hearing protection is required. This position requires working indoors

and outdoors in all weather conditions, as well as working in potentially hazardous environments. This position requires the ability to exert up to 60 pounds of force frequently and up to 100 pounds of force occasionally as well as the ability to move 400 to 500 pounds on a dolly. This position requires the ability to walk long distances, stand for long periods of time, bend, reach, climb, crouch, get in and out of a vehicle up to 50 times a day and walk between 2 to 5 miles a day.

F. Qualifications

1. Have obtained a high school diploma or equivalent. Some prior work experience is preferred.
2. A valid Virginia driver's license and comply with the Authority's Vehicle and Equipment policy.
3. Possess basic computer skills, including basic knowledge of Microsoft Office®.
4. Pass a criminal background check and drug test by the official hire date.

G. Expectations

The Operator/Operator Trainee shall be able to conduct, complete or maintain all of the items listed in Duties and Responsibilities and Qualifications (above) on a routine and ongoing basis as appropriate to remain in good standing. The Operator/Operator Trainee must also possess and utilize the following minimum skills as a requirement of employment:

1. The ability to follow verbal and written instructions and communicate effectively orally and in writing, including by text message, email, instant message, or video chat.
2. The ability to maintain logs and prepare reports.
3. The ability to establish and maintain working relationships with employees, other agencies, and the public.
4. The ability to lift 50 lbs. to shoulder height and perform other physical requirements of the job and must maintain that ability throughout employment.
5. The ability to be organized and self-motivated.
6. The ability and willingness to respond to emergencies as needed on a 24-hour basis.
7. The ability to complete **Wastewater Treatment Plant Operation Volume 1, 7<sup>th</sup> Edition (California State University, Sacramento 2017) within 6 months of the date of hire.**
8. The ability to obtain or advance a **wastewater license certification in the state of Virginia within 18 months of hire** (unless the new hire already possesses the maximum operator certification).

H. Compensation

This position is compensated as a Band 2 on the Pay scale.

I. Conditions of Employment

This position serves at the will of the Executive Director.

I have read the full Job Description and understand the contents therein:

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Signature