

**Job Description**  
**CITY OF WAUCHULA**

**Job Title:** WWTP/WTP Trainee      **Reports To:** WWTP/WTP Supervisor

**FLSA Status:** Non-Exempt      **Division:** Public Works

**Position Summary:**

A technical position responsible for the operation and maintenance of a water & wastewater treatment plant.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned dictated by operational necessity.

1. Performs work activities associated with the wastewater / water treatment plant(s) assigned.
2. Provides technical support for other operators.
3. Ensures safe, effective operation of plant facilities.
4. Conducts frequent and periodic inspections of plant to detect malfunctions, initiates corrective actions.
5. Ensures maintenance of accurate and complete records on plant operation and laboratory data.
6. Executes work and maintenance schedules, ensures that building, grounds, and equipment are maintained in proper condition.
7. Learn to perform routine laboratory tests, samples according to set tests, samples according to set test schedules.
8. Assists in formulating and implementing practice rules, techniques, and procedures.
9. Ensures safe use of all chemicals and mechanical treatment related supplies.
10. Reads and records daily equipment readings, and makes adjustments to the equipment based on guidelines set by the Department's policies and procedures.
11. Performs interior and exterior building maintenance and housekeeping chores and grounds maintenance tasks.
12. Performs preventive, actual and emergency maintenance on electrical and mechanical plant systems.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities; education and/or experience; and, certificates or licenses required in order to fill the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Knowledge, Skills, and Abilities:**

1. Knowledge of basic mathematics and chemistry.
2. Ability to make and maintain records and reports.
3. Ability to work on mechanical equipment, including pumps, valves, and piping equipment.
4. Ability to work towards licensing & certifications.

**Education and Experience:**

1. High school graduation, or possession of an acceptable equivalency, diploma.

**Certificates and Licenses:**

1. Possession of a valid Florida Driver's license.
2. Must obtain a Class "C" Wastewater Plant Operator License from the state of Florida and required certifications within "18" months from date of hire or date of transfer. Failure to obtain required certifications and license within eighteen (18) months will result in disciplinary actions up to and including termination.

**Supervisory Responsibilities:**

No direct supervisory responsibilities.

**Essential Physical Abilities:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Specific vision abilities required by this job include close vision and ability to adjust focus, with or without corrections.
2. Regularly required to talk or hear.
3. Ability to communicate both orally and in writing.
4. Ability to occasionally lift and carry up to 45 pounds.
5. Required to regularly climb, walk, and maintain balance.
6. Ability to smell.

**Environmental Conditions:**

1. Regularly works outside in various weather conditions.
2. Regular exposure to odors and chemicals.
3. Regular exposure to noise and vibrating mechanical equipment.
4. Regular exposure to electrical and radiant energy.
5. Slippery and uneven surfaces.

I have read and understand the contents of this Job Description. I certify that I am capable of carrying out the Essential Duties and Responsibilities as specified.

Name (Please Print)

Signature

Date

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