

CIBOLO CREEK MUNICIPAL AUTHORITY
EMPLOYEE JOB DESCRIPTION

POSITION JOB TITLE: Wastewater Plant Operator Technician Trainee

PAY GRADE: 1

LOCATION: Regional Wastewater Treatment Plant

SUPERVISOR(S): Wastewater Assistant Plant Superintendent, Wastewater Plant Superintendent

JOB SUMMARY/DESCRIPTION: The Wastewater Treatment Plant Operator Technician Trainee position is an entry level position. The trainee will work under close supervision and be provided with the mentoring needed to attain the skills, knowledge and attributes necessary for job performance and advancement. The Technician is required to learn and demonstrate the ability to operate the day to day activities of the wastewater treatment facility. The trainee shall successfully complete the necessary classroom instruction and exams to acquire the TCEQ "D" wastewater operators license. The "C" level certification shall be received by the trainee within two years after receiving the "D" level certification to remain employed by the Authority. The trainee shall work a 40 hour week and successfully complete a probationary period of 90 days to become a full status employee.

DUTIES: (May include, but not limited to the following):

1. Monitor and maintain machinery, pumps, motors, vehicles, chemical feed equipment, settling and/or separating equipment, aeration devices, filter and filter backwash equipment, plant buildings/structures, etc.
2. Perform all assigned duties in accordance with safety procedures and policies.
3. Perform tasks that require physical exertion, including lifting of object(s) in excess of 40 lbs.
4. Collect and record data under general supervision
5. Demonstrate routine tests involving effluent water quality which include, but are not limited to the following: chlorine residuals, pH, alkalinity, chlorides and settleable solids.
6. Monitor equipment such as flow meters, time clocks, pump run times, etc.
7. Work in conditions that are primarily outdoors with frequent exposure to inclement weather.
8. Maintain proper standards of housekeeping.
9. Establish and maintain effective working relationships and public relations.
10. Performs other duties as assigned by supervisory personnel.

JOB REQUIREMENTS:

1. High school diploma or equivalent (GED).
2. Ability to read and write English.
3. Possess a valid Texas Drivers License.
4. Pass a pre-employment physical with drug screen.
5. Work an 8-12 hour day with rotating shift which at times includes weekend/holiday. Hours may be extended.
6. Work involves walking, standing and driving.
7. Must successfully complete a probationary period of 90 days to achieve full status employment.
8. Must achieve a Class "D" Wastewater Operator Certification within one year of employment and a Class "C" Wastewater Operator Certification within two years of receipt of the Class "D" Certification.
9. Must maintain a good driving record and abide by all traffic laws, rules, and regulations when operating a company vehicle or equipment.

10. Must be willing to travel to obtain certification training necessary for TCEQ Operator Certification.
11. Work overtime when necessary, with the possibility of emergency response.

ESSENTIAL JOB FUNCTIONS:

1. Communication skills, both written and oral
2. Read and log both analog and digital information.
3. Understand Safety Data Sheets (SDS).
4. Calculates basic level wastewater mathematics.
5. Properly utilize personal protection equipment as required by appropriate safety protocols.
6. Climb up and down vertical ladders or staircases up to 40 feet.
7. Work in confined spaces.
8. Operate motorized equipment such as mowers, riding mowers, tractors and vehicles.
9. Operate powered hand tools.
10. Walk several miles per day.
11. Operate both small and large valves.
12. Accurately interpret true colors.
13. Perform basic first aid and CPR.
14. Employ sound judgment when performing duties.