

# Treatment Plant Operator Trainee



## General Summary of Classification:

Trains to and performs routine work assisting with the ongoing monitoring and operation of various equipment, chemicals, and processes at the assigned plant; assigned duties are performed with guidance and supervision under the license provision of any chain of command Class I license holder; performs related work as required. The TPO Trainee will be assigned to the County's Water Treatment Plant or the County's Water Reclamation Facility.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

First level in approved CDP; trains to proficiently perform the following duties:

- Safely and accurately complete rounds, inspect flows, processes and treatment areas, monitor the operation and performance of treatment equipment, recognize and report unusual conditions and the need for adjustments;
- Safely secure, reset, start/stop and operate equipment under routine conditions in the field and using SCADA under supervision;
- Locate and identify equipment faults and statuses, in the field and using SCADA;
- Receive chemical deliveries properly and handle all required documentation;
- Properly perform required sampling and testing, includes accurately documenting results;
- Accurately create, enter and maintain all required records and documentation;
- Perform and assist with basic housekeeping and maintenance duties in all areas of the plant and process areas;
- Utilize all required personal protection equipment (PPE) and other required safety equipment and measures at all times;
- Perform wide array of other duties specific to the assigned Treatment Plant (*refer to the current CDP for additional duties*).

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Develops and maintains a sound working knowledge and understanding of: plant operations, treatment processes, chemicals utilized in the treatment process; permit parameters and environmental regulations critical to maintaining permit compliance; the sciences and interrelatedness of treatment processes; flow capacities, setpoints and impact of adjustments; hazards associated with the treatment process; relevant safety rules/regulations; personal protection equipment (PPE) and other required safety equipment; and accident-prevention practice. Possesses sound math skills to perform accurate calculations; ability to accurately compile, log, enter and report data from various sources; basic troubleshooting and problem-solving skills; ability to study and train to obtain a Virginia Class III Operators license applicable to the assigned treatment plant (Water or Wastewater).
- **Technical:** Sound computer skills with the ability to use computer, typical business software, proprietary software and systems including SCADA, and various wireless technologies for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Sound verbal and written communication skills; establishes and maintains effective working relationships; demonstrates personal accountability; excellent collaborative skills; must be able to work well as part of a team.
- **Decision-making and Authority:** Work is performed under the direction of a supervisor, shift lead or principal operator.
- **Leadership:** Non-supervisory. Must be able to study and train to obtain a valid Class III Operator's license.
- **Environment:** Works in a treatment plant and ancillary buildings; routinely works around and with industrial scale treatment process equipment; routinely exposed to loud noise, smells, chemicals and other adverse indoor and outdoor conditions including extreme weather and temperatures. Serves as essential personnel required to work during County closings.
- **Physical:** Visual and hearing acuity sufficient to ensure the safety of self and others; visual acuity sufficient to accurately monitor processes, equipment and readings; physical ability sufficient to safely perform assigned duties, lift 50 lbs., stand and walk for long periods of time without break, and operate equipment in varying indoor and outdoor conditions.

## Minimum Education and Experience:

**Education:** High school diploma or GED;

**Experience:** Previous relevant training or work experience preferred;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Must be at least 18 years of age with no felony convictions preferred, any felony convictions must be disclosed and must comply Virginia Code Section 18 VAC 160-30-60.
- Maintains a valid driver's license.
- Requires the ability to work a flexible schedule including days, nights, weekends and holidays as scheduled or required.
- See current Career Development Plan (CDP) for additional information on job duties and KSA requirements.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of required NIMS ICS training courses.