

Pulaski County

Job Title: Operator Trainee/III

Department: Water Plant

Reports to: Chief Operator

Supervision Exercised: No supervision.

Supervision Received: Minimal instruction and supervision after orientation and probationary period. Under the general supervision of licensed operators and the Chief Operator.

Classification (FLSA): **Non-Exempt** Full time – Forty (40) hours/week

Category: Water Treatment

Job Summary: Primary responsibilities include operation and maintenance of a class two conventional water treatment facility. To include water treatment, sampling and analysis. Along with the general maintenance of the facility and grounds.

Job Requirements: Any combination of education and experience equivalent to graduation from high school. General knowledge of housekeeping, painting, building and grounds maintenance. General knowledge of the occupational hazards involved with the handling of chemicals. Ability to follow orders. Knowledge of basic hand and power tools and the ability to use them safely. Ability to work a flexible schedule, including nights, weekends and holidays. Must have excellent oral and written communications skills. Ability to work independently with minimal supervision. Possess a valid Virginia driver's license. Ability to obtain VA waterworks operator certifications. Be able to pass a drug test and background check.

Physical Requirements: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds on a regular basis. Ability to climb stairs and ladders daily. The position also requires constant use of the visual and auditory senses as well as dexterity and skill in office equipment.

Job Duties and Performance Standards

I. Typical Tasks:

- Operate and maintain chemical feed equipment
- General maintenance of plant and pump station
- General housekeeping of plant and pump station
- Unload chemical trucks
- Assist operators in the adjustments and calibration of chemical feed equipment
- Assist operators in the operation and maintenance of filters and equipment
- Makes arithmetical calculations for chemical dosages
- Perform water quality testing, PH, turbidity, alkalinity, hardness, ETC.
- Posts and makes entries in software system and other records
- Operates computers and software

- Performs other duties as assigned.

II. Professionalism and Confidentiality: Abide by all County policies and procedures

- Understand and consistently implement all County policies and procedures
- Understand and meet all health department regulations
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the County and PSA

III. Training and Job Development: Responsible for continuing education development and building knowledge of library skills and resources.

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of water treatment trends and for educational growth
- Works with staff to discuss and resolve problems, ideas for improvement, and to updates on County plans and activities

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all library policies and procedures.

Employee: _____

Date: _____

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

Date Approved: _____