



ADMINISTRATION
Human Resources

JOB TITLE: OPERATOR TRAINEE

DEPARTMENT: PUBLIC WORKS

JOB CLASS NUMBER: 9T15

DIVISION: WATER TREATMENT

REVISION DATE: 7.19.2022


Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Operator Trainee is under the direct supervision of the Water Treatment Plant Superintendent and Senior Operator on-duty. This is a technical and very responsible position. It requires self-discipline and the ability to make important decisions. Responsibilities include Water plant operations, lab work, chemical control, and trouble shooting skills associated with treating safe potable drinking water. Will work in Maintenance, performing maintenance related duties when not operating.

EXAMPLES OF DUTIES:

- *Works with the on-duty operator, to learn the treatment, production, and distribution procedures of the water system*
- *Assists the on-duty operator with any and all problems*
- *Learns troubleshooting procedures as they apply to laboratory equipment and all other associated water treatment monitoring and sample equipment*
- *Learns the control of water quality and quantity throughout the distribution system through instrument interpretation*
- *Learns the operation and interpretation of computers used in all phases of water treatment process*
- *Controls valves and pumps*
- *Prepares and maintains records, reports, charts, and logbooks*
- *Answers telephone and takes customer complaints*
- *Participates in continuing education, as assigned*
- *Works rotating shifts, weekends, and holidays*

TRAINING AND EXPERIENCE:

- *High School Diploma or a valid General Equivalent Diploma issued by a State Department of Education*
- *Applicant must have a good work record*
- *Requires math and chemistry knowledge*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Knowledge of the complete operation of a water treatment facility*
- *Knowledge of computers, chemicals, and equipment used in the process*
- *Knowledge of Microsoft Word and Excel with basic computer skills*
- *Knowledge and ability to accept responsibilities associated with treating water to be used for human consumption*
- *Able to make immediate and critical decisions*

- *Able to always be alert*
- *Capable of working positively and cooperating with other Operators*
- *Able to follow oral and written policies and procedures*
- *Able to pass a drug screening and criminal background check prior to employment*

LICENSE AND CERTIFICATES:

- *Possesses a valid State of Louisiana Driver's License*
- *All Operator Trainees will be required to pass each level of certification within two (2) years after acquiring the necessary points. Failure to do so is grounds for dismissal.*

PROMOTION TRACK to OPERATOR B:

- *Knowledge of the operations required by a Trainee position*
- *Class III Certifications in all three Water classes*

INTERNAL POSTING PERIOD: 4/2 - 4/16/2024
Position posting goes public after 10th day.

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