Memo

To: All Departments

From: Joshua Laneaux, WPCC Superintendent

Date: April 6, 2021

Re: Job Opening – Utility Maintenance Operator Trainee

There is one vacant position for a Utility Maintenance Operator I that exists within the Water Pollution Control Center. If this position is not filled by a city employee within 10 working days of this notification, it will be open to the public on __4__ __2__ __7__ __2__ __1__ __.

Job Class #: 6138
Job Title: Utility Maintenance Operator Trainee
Department: Public Works-WPCC
Revision Date: October 18, 2010
Approved By: 

Utility Maintenance Operator Trainee

Description:
Employees in this position are responsible for assisting with the operation of a wastewater treatment plant. They assist with the removal of harmful organisms, solid wastes, and toxic chemicals from domestic and industrial wastewater. They insure that only purified wastewater is returned to the river. The wastewater operator trainee is under the direct supervision of the plant superintendent and takes direction from an on-duty Operator. This position has no supervisory duties.

Duties and Responsibilities:
- Assists the on-duty Operator in treating Waste Water to conform to permit requirements specified by the Louisiana Department of Environmental Quality (LDEQ) and the Environmental Protection Agency (EPA).
- Makes regular tours of the plant and equipment to insure proper operation.
- Assists the on-duty Operator regulating the flow of wastewater through the plant by
controlling pumps, valves, gates, blowers, motors, and other equipment.

- Reads and interprets meters and gauges and works with the on-duty Operator when corrective action is required.
- Assists the on-duty Operator adjusting as needed to ensure that each stage of the wastewater treatment process is functioning properly.
- Assists with the operation of and interprets computers and SCADA systems used in all phases of wastewater treatment.
- Assists with troubleshooting wastewater treatment monitoring, and sample equipment.
- Collects wastewater samples and assists laboratory personnel.
- Performs laboratory procedures as required.
- Prepares and maintains records, reports, charts, and log books.
- Performs general plant cleaning and other maintenance related duties.
- Participates in education and training as assigned.
- Reports any problems to the on-duty operator and the plant Superintendent.
- Answers the telephone and takes customer complaints.

**Special Requirements:**

- Able to climb into and out of trucks.
- Able to climb up and down ladders.
- Able to work outdoors in extreme weather conditions with exposure to the elements.
- Able to work in small, cramped or confined spaces.
- Able to perform heavy manual labor including, but not limited to, lifting, shoveling, bending, twisting, pulling and squatting.
- Available to work rotating shifts, after hours, weekends, and holidays as required.
- Must maintain cooperative working relationships with other City employees.

**Required Skills and Abilities:**

- Able to learn the principles of wastewater treatment and wastewater treatment plant processes.
- Capable of learning about chemicals, and equipment used in the wastewater process.
- Knowledge of basic mechanics and electrical systems.
- Knowledge of basic chemistry.
- Ability to read, write, and speak the English language at a high school graduate level.
- Possess computer skills including Microsoft Windows, Excel, and Word.
- Understands and follows oral and written directions.
- Able to communicate effectively verbally and in writing.
- Able to establish and maintain effective working relationships with employees, other City departments and the general public.
- Stays alert, displays a positive attitude, and is self motivated.
- Responsible, self-disciplined and able to make important decisions.
- Practices safe driving and observes safe workplace practices.
- Will be required to pass a drug screening and criminal background check prior to employment.
**Education & Experience:**
- Must have a high school diploma or GED from an accredited high school.
- Possess and maintain a valid Louisiana Driver's License which is to be maintained as a condition of employment.
- Ability to obtain a Louisiana Class 3 Wastewater Treatment certification within (48) months of employment. Certification must be maintained while employed.