JOB POSTING MEMO

TO: All Departments
FROM: Sean L. Benton, Water System Manager
DATE: April 12, 2021
SUBJECT: Job Opening – Operator Trainee

There is one vacant position for Operator Trainee that exists within the Water Treatment Division. If a city employee does not fill this position within ten (10) working days of this notification, it will be open to the public on 5/15/2021.

DEFINITION/DISTINGISHING 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 will require 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. Work in Maintenance, performing maintenance related duties when not operating.

EXAMPLE OF DUTIES
• Work with the on-duty operator, to learn the treatment, production and distribution procedures of the water system.
• To assist the on-duty operator with any and all problems.
• To learn troubleshooting procedures as they apply to laboratory equipment and all other associated water treatment monitoring and sample equipment.
• The control of water quality and quantity throughout the distribution system through instrument interpretation as instructed.
• To control valves and pumps.
• Prepare and maintain records, reports, charts, and log books.
• The operation and interpretation of computers used in all phases of water treatment process.
• Answers telephone and take customer complaints.
• Participate in continuing education as assigned.
• Work rotating shifts, weekends, and holidays.

MINIMUM QUALIFICATIONS
Training and Experience
• None.

Skills, Knowledge, and Abilities
• Knowledge of the complete operation of a water treatment facility.
• Knowledge of computers, chemicals, and equipment used in the process.
• Computer skills and knowledge of Microsoft Word and Excel.
• Knowledge and ability to accept responsibilities associated with treating water to be used for human consumption.
• Ability to make immediate and critical decisions.
- Always be alert.
- All applicants must have a good work record.
- All applicants will be required to pass a drug screening and criminal background check before employment.
- Capable of working positively and cooperating with other Operators.
- Requires math and chemistry knowledge.
- Ability to follow oral and written policy and procedures.

LICENSES AND CERTIFICATES
- Possess 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.
- High School Diploma or a valid General Equivalent Diploma issued by a State Department of Education.

PROMOTION TRACK to OPERATOR B
- Knowledge of the operations required by a trainee position.
- Class III Certifications in all three Water classes.