

Central Marin Sanitation Agency
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San Rafael, CA 94901
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OPERATOR-IN-TRAINING (OIT)

SUMMARY

Under direct supervision of the Operations Supervisor, Lead, or their designee, monitors, reports on, adjusts and performs related work as required to maintain the plant processes and their related equipment as found in a continuously-operating secondary activated sludge wastewater treatment plant, pump stations and related facilities. Ensures that NPDES and BAAQMD permit requirements, regulations and all applicable rules are continuously met. As incumbent gains experience and higher certification levels, less guidance and more general direction will result, thus allowing for more autonomous judgment in process corrections as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following:

- Routinely performs plant rounds and inspections, reports significant changes in process or equipment conditions.
- Regularly inspects local and remote odor control sites for proper operations.
- Monitors plant processes and may suggest or perform appropriate operational changes to ensure NPDES and BAAQMD permits are met, required to perform changes as assigned.
- Tracks computerized operations of plant equipment to ensure correct values are in-put and trends meet expected normal parameters.
- Monitors and reports on the inventory of chemicals and supplies.
- Interprets equipment condition using local or portable instrumentation.
- Attends and participates in meetings, training and safety sessions.
- Participates on team projects and subcommittees as required.
- Communicates in oral and written format, giving clear and concise information.
- Works and cooperates with all department managers, their staff, outside public and customers.
- Participates in operations and maintenance functions of the plant and related facilities, performing such activities as:
 - Inspecting plant, pump station and remote facilities on a regularly scheduled bases;
 - Operating and performing preventive and corrective maintenance on a variety of plant equipment;
 - Operating valves, pumps and automated controls to regulate the flow of wastewater through the plant;
 - Collects and performs standard lab tests on various wastewater flows and bio-solids;
 - Using a variety of hand and power tools and testing equipment;
 - Writing CMMS work orders, maintaining accurate records of process data, chemical test results and Operations' work performed.
 - Observing appropriate safety procedures developed in-house or through California Sanitation Risk Management Authority (CSRMA) and using all safety equipment, including those related to the safe handling of various treatment chemicals
- Give tours of the plant and related facilities to the public, as assigned.
- Performs confined space entry, rescue, and Emergency Response as trained and practiced through Standard Emergency Management System/ Incident Command System (SEMS/ICS).
- Required to work shifts and/or holidays as operational staffing levels dictate and overtime or off-hour shifts in emergency conditions and for planned shutdowns.
- Know and use proper Personal Protective Equipment (PPE) i.e. gloves, eye and ear protection, masks and

Self Contained Breathing Apparatus (SCBA).

- Learn Wet Weather Standard Operating Procedures.
- Learn to plan and prioritize daily assignments.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Equivalent to graduation from high school. Some college and work experience desirable.

INTERPERSONAL SKILLS

Ability to interact with others(co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from supervisors, equals and subordinates; to work as a team member or independently as needed; to prioritize individual assignments to correlate with co-workers' and meet deadlines; to prevent personal problems from adversely impacting your work or that of those around you; to arrive at work as scheduled and to work the shift hours as scheduled.

LANGUAGE SKILLS

Ability to read, write and comprehend instructions, short correspondence and memos. As experience increases, able to write reports and standard operating procedures (SOP's). Commensurate with knowledge gained to date, effectively present information and respond to questions from staff and other departments.

MATHEMATICAL SKILLS

Ability to apply mathematical concepts, commensurate with basic high school algebraic equations. Increase math skills, so as to be able to apply mathematical operations to such tasks as area, volumetric, detention time equations.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess or be eligible to obtain an Operator-in-Training certificate issued by California's State Water Resources Control Board (SWRCB) within 30 days of employment.

Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.

Failure to maintain these standards may result in loss of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9” off the ground (such as for a manhole cover).

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; to wet and/or humid conditions; and outdoor weather conditions. The employee is occasionally exposed high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: Operator-in-Training
Department: Operations
Reports To: Operations Supervisors
FLSA Status: Non-Exempt
Revised Date: May 2007