



JOB DESCRIPTION

FLSA Status: Non-Exempt

Job Title: Wastewater Operator Trainee

Department: Operations

Schedule: Full Time
20 Hours Minimum up to 40hrs if needed.

Reports To: Board of Directors

Classification: \$20.00 - \$23.00

Prepared By: HRA 8-2023

SUMMARY

The Wastewater Trainee position supports the operations of wastewater and storm water. Assists with skilled work in the repair and maintenance of wastewater collection systems, and related utilities infrastructure, as a trainee learning this position to take and qualify for the Wastewater Collection I certification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- General maintenance and repair duties for the successful operations of the district systems.
- Trouble shoots equipment failures and identifies maintenance needs.
- Refers problems outside the scope of skill to the Wastewater Operator I.
- Operates, monitors, and controls and transfer pumps.
- Monitors chlorine flows.
- Calculates waste flows and sets waste levels with the approval of Wastewater Operator I.
- Assists with regulatory sampling, analysis, and monitoring of distribution system. water quality. Takes water samples for chemical and bacteriological analysis in accordance with prescribed regulations.
- Performs fieldwork to learn and observe wastewater processes and analyze physical. and chemical constituents.
- Requires use of hand tools, power tools, and operation of the following equipment: service trucks, backhoe, loader, forklift, skid steer, bucket truck, crane truck, large. and small dump truck, sweeper, tanker truck, spreader truck, grader, small to large tractor.
- Performs other duties as assigned that support the overall objective of the position.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.



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QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Establishes and maintains effective communication with customers, staff, and the Board of Directors.
- Maintains professional behaviors at all times.
- Oral communication – Ability to speak clearly and persuasively in positive or negative situations, demonstrating group presentation skills, effective public relations, and ability to conduct meetings.
- Written Communication - Capability to edit work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing - Ability to prioritize, organize and coordinate multiple tasks/projects simultaneously meeting established timelines for each using time efficiently while developing realistic action plans.
- Quality control - Demonstrates accuracy and thoroughness and monitors your own work to ensure quality.
- Adaptability - Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays, or unexpected events.
- Dependability -Is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- Safety and security - Actively promotes and personally observes safety and security procedures and uses equipment and materials properly.
- Self-Motivated.

ADDITIONAL DUTIES:

Complete all required documentation in a timely manner and with integrity.

Track and schedule vehicle maintenance and cleaning as required.

Maintain and properly store tools and equipment.

Performs general housekeeping duties, office, treatment facility and vehicle.

Train and perform on call duties in rotation with other operators and staff, as needed.

Stock trucks for daily work assignments.

Properly use PPE, traffic cones and safety signs, while in confined spaces, and as required on each job site.

Observe all safety rules and regulations of the District.

Works cooperatively with others and has the ability to manage stressful situations in a solution based professional manner.

Track and Log Service Calls.

Ability to work in confined space entry.

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- High school diploma or equivalent.
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CERTIFICATES, LICENSES, REGISTRATIONS

- Clear driving record and active/current Class B Oregon Driver's License.
- Must attain a Collections I certificate by 18 months of employment for all permanent employees.

WORK ENVIRONMENT

Work is performed indoors and outdoors where extensive safety considerations exist from physical labor, moving equipment, chemical reactions, septic situations, and temperature, odor, and noise extremes.

PHYSICAL DEMANDS

Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of up to 50 pounds on a continuous basis, pushing, pulling, guiding over 50 pounds on an infrequent basis. Requires the ability to stoop, kneel, and crouch to place and move work objects. Requires the ability to perform full arm extension and movement out and overhead. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information. Requires the ability to work on varying work shifts and in disagreeable work conditions that have septic and chemical exposure risks.

MENTAL DEMANDS

Positions at this level encounter new or unusual (20-40%) situations but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

Crescent Sanitary District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the district the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.

The district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

People having questions about equal opportunity and nondiscrimination should contact the Board of Directors.

Employee Signature:		
Employee Name:		
Date:		