CITY OF CUMMING

DEPARTMENT OF UTILITIES

WATER PRODUCTION DIVISION

OPERATOR TRAINEE

GENERAL NATURE OF WORK

Most duties are non-technical in nature such as preventive maintenance, painting, and lawn maintenance. Other duties are technical in nature and require a general knowledge of mathematics, computers, electronics, electricity, hydraulics, motors, pumps, machinery, chemicals, laboratory procedures, record keeping, and facility permit requirements. This employee must be able to obtain a Class III Potable Water Treatment Plant Operator's License from the State of Georgia within one year of hire date. This employee will answer directly to the Daily Operations Supervisor.

EXAMPLES OF WORK

- Assists with preventive maintenance according to prescribed intervals as determined by the Daily Operations Supervisor. This includes but is not limited to greasing bearings and chains, changing gearbox oil, painting, washing, scrubbing, adjusting or replacing pump seals, etc.
- Assists with daily process control laboratory testing while supervised by trained personnel. This includes but is not limited to: pH, chlorine, fluoride, temperature, nitrates, hardness, turbidity, alkalinity, coliform bacteria, and percent solids of sludge.
- Assists with the calculation of the following according to blueprints, laboratory testing, or actual field measurements: chemical feed rates for alum, chlorine, fluoride, lime, and polymer. Conducts jar testing to determine chemical feed rate and dosage accuracy.
- Records daily meter readings from pump and/or motor run times, sludge thickener blanket depths, plant flows, chemical usage, and process control and assigned laboratory testing.
- Assists with the repair and maintenance of equipment while under the supervision of trained employees.
- Assists with the Preventive Maintenance Program while under the supervision of trained employees.
- Assists with the Safety Program.
- Assists with the Industrial Pretreatment Program when needed.
- Performs regular checks and maintenance on outlying pump stations.
- Performs other duties as assigned by the Daily Operations Supervisor.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of electronics and mechanics.
- Basic knowledge of biology and chemistry.
- Basic knowledge of computer technology including but not limited to word processing, spread sheets, and data entry.
- Ability to read, write, and perform mathematical calculations.
- Ability to read meters, charts, and graphs.
- Ability to learn and perform laboratory testing involved in water treatment.
- Ability to use basic equipment which includes but is not limited to: a stop watch, calculator, balance scale, color wheel and other required laboratory equipment.
- Skills in interpersonal communication, both written and oral.
- Ability to work under general to limited supervision.
- Ability to understand and follow oral and written instructions.
- Ability to learn and comprehend Federal, State, and local rules and regulations regarding water treatment standards.
- Ability to learn and comprehend the policies and procedures of the City of Cumming and the Water Pollution Control Division.
- Ability to learn and comprehend City safety rules and procedures.
- Exemplary attendance is required.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE

This position requires a basic knowledge of mathematics, chemistry, electricity, pumps, and motors. The successful candidate will hold a valid Georgia Driver's License and a high school diploma or a GED. Must have the ability to obtain a Class III Water Treatment Operator's License within one year of hire date.

Minimum Physical Requirements

Must be able to exert up to 100 pounds of force occasionally and up to 50 pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

FSLA Status: Non-Exempt

Classification: Entry Level