

# **Public Works I / Wastewater Facilities O&M Technician in Training (Fulltime, non-exempt, represented by SEIU 1021)**

## **Position Objectives**

Under direct supervision, performs semi-skilled and skilled duties involved in the operation and maintenance of the Wastewater Treatment and Sewer Facilities; performs a variety of semi-skilled and skilled tasks in the maintenance, repair, operation and improvement of streets, sanitary sewer facilities, storm drains, parks, public buildings, and related facilities; operates power equipment and trucks; and performs other duties as assigned.

## **Duties and Responsibilities**

*The following duties are normal for this position but should not be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- In a learning capacity, participate in the operation and periodic maintenance of a variety of wastewater treatment equipment.
- Work closely with certified Plant Operators to learn the various aspects of the wastewater treatment process.
- Obtain continuing education units for Wastewater certification by correspondence courses and/or other applicable training courses.
- Read meters and maintain operating logs.
- Inspect and maintain various plant equipment.
- Follow safe work methods and safety precautions related to the work.
- Performs general maintenance and labor activities at the wastewater plant as directed including preventative and emergency maintenance on wastewater pumps and other equipment. Such activities may also include seasonal mowing, weed eating, landscaping, painting, etc.
- Work various shifts and flexible hours, including weekends and holidays.
- Operate various sizes of power-driven equipment.
- Assist with the removal and replacement of various plant equipment.
- Patches streets using hand and machine tools
- Sprays weeds and brush with chemicals
- Maintains pool, tests chemicals and administers proper pool chemical dosing
- General building maintenance and repairs
- Constructs and repairs curbs and gutters by excavating and pneumatic and hand tools, building forms, and pouring and finishing concrete surfaces
- Places traffic control and warning signs and serves as flagman
- Paints and installs street and traffic signs
- Paints street lines, crosswalks and curbs
- Cleans drainage ditches, and culverts
- Cleans and rods sanitary sewers
- Installs and repairs sanitary sewer laterals and mains
- Makes minor repairs and adjustments to maintenance equipment
- Observes and enforces safety precautions, keeps records
- Performs manual labor required to lift, load, and haul equipment and materials
- Performs other related work as required

## **Essential Knowledge, Skills, and Abilities**

### **Communications:**

Must have the ability to actively listen to others for understanding of their needs and situations: ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral

instructions. Must be able to read and understand laboratory tests conducted in a wastewater treatment facility.

Decision Making:

Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the City and the Wastewater Department.

Interpersonal Relationships:

Must be consistent in dealing with people; must be sensitive to others problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations, and the public. Must have the ability to work safely.

Professional Attitude:

Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with other; and self-confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work:

Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge and abilities:

Must be knowledgeable in the use, purpose, and maintenance of hand tools. Must be knowledgeable in the operation, care, and routine maintenance of basic mechanical equipment. Must have knowledge of basic building maintenance methods including fundamental carpentry, plumbing and electrical work. Must have knowledge of safe work practices and procedures.

Must be able to:

- Read and interpret gauges and recording devices reflecting plant operations.
- Perform a variety of skilled and semi-skilled tasks in general construction and maintenance activities.
- Maintain, repair, and adjust wastewater treatment equipment.
- Keep records and make reports.
- Understand and apply basic wastewater mathematics.
- Operate a variety of power-driven equipment.
- Perform heavy manual labor and lift up to 50 pounds.
- Tolerate changes in outside temperatures from winter to summer, and tolerate dust, pollen, wind, and rain.
- Sit or stand for periods of up to four hours in duration.
- Walk on uneven or steep ground.

Physical Abilities:

Must have the ability to read and discern visual images on a variety of media. Must be able to use a shovel, common hand and power tools, wrenches, detection devices, mobile radio, phone, calculator and a variety of lab equipment.

**Desirable Training and Experience**

- Equivalent to completion of the twelfth grade, in addition to any combination of experience and education that could likely provide the required knowledge and abilities to qualify for this position.

- Class C Driver's License.
- Ability to obtain proper pool operator certification within one year of appointment
- Ability to obtain a Grade I California Wastewater Operator's Certificate within two years of appointment with ongoing progress towards obtaining a Grade II California Wastewater Operator's Certificate.