

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER RECLAMATION TRAINEE

DATE: 1/18/2011

JOB CODE: 21854

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under close supervision, to receive training in wastewater treatment process and/or environmental regulations to assist in the operation of a variety of mechanical and electrical equipment and devices utilized at Water Reclamation facilities.

DISTINGUISHING CHARACTERISTICS

The class of Water Reclamation Trainee is the entry level in the Water Reclamation Series and is assigned to the Operations, Mechanical, or Environmental Control sections of the Water Reclamation Division. Supervision is received from the Environmental Control Officer, Water Reclamation Plant or RIX Supervisor, Water Reclamation Process Control Supervisor or Water Reclamation Lead Operator. Incumbents perform the more routine tasks and duties and must be thoroughly familiar with environmental regulations and the variety of equipment utilized in the treatment of sewage and the drying of sludge. In the course of duties, incumbents are expected to increasingly develop a breadth and depth of knowledge of environmental regulations and skill that leads to full proficiency in the operating of a wastewater reclamation plant. As knowledge and skill is gained through on the job experience, certifications and satisfactory proficiency demonstrated, incumbents in this class may reasonably expect to be placed on an eligibility list for advanced positions at Water Reclamation facilities.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Receive training and assist in making routine inspection of plant equipment and in reading meters and gauges;
- Receive training and assist in regulating and adjusting equipment including positive displacement and centrifugal pumps, blowers, valves, motors and sludge dewatering equipment such as belt press, centrifuge;

- Receive training and assist in the operation of the Septic and SARI receiving stations located at the Water Reclamation Plant;
- Assist in sample collection through the use of manual and automatic equipment and deliver samples to laboratory;
- Assist in the routine chemical test performance on raw or treated waste water and conduct field tests on Septic and SARI waste discharged at the Water Reclamation Plant;
- Learn to enter records in a database, maintain basic records, and write reports;
- Perform general cleanup functions and related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Verbal English to understand and be understood; written English to communicate in writing at a simple level;
- Basic mathematics, chemistry and computer;
- Appropriate safety precautions and procedures.

Ability to:

- Work in confined spaces;
- Work in an environment of wastewater treatment;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions; read and write at a level sufficient for job success; write legibly;
- Establish and maintain effective relationships with those contacted in the course of work;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent;

And

Certificates: Must possess a valid California Class "C" driver's license; Note: For out-of-state applicants, a valid driver's license is required, and a valid Class "C" California driver's license is required within ten (10) days after appointment (Vehicle Code 12505c).

Applicants for Water Reclamation Trainee positions in the Operations Section must possess a valid Grade I Operator-in-Training certificate issued by the California State

Water Resources Control Board or must present proof of passing the Grade I Wastewater Treatment Plant Operator examination within the three (3) years prior to application. A copy of the Grade I Operator-in-Training certificate or proof of passing the Grade I Wastewater Treatment Plant Operator examination must be provided at the time of application.

NECESSARY SPECIAL REQUIREMENTS

A Wastewater Treatment Plant Operator Certificate Grade I issued by the California State Water Resources Control Board or an Environmental Compliance Inspector Grade I issued by the California Water Environment Association must be obtained within eighteen (18) months for continued employment with the City of San Bernardino Water Department.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climate conditions. There is frequent need to stand, stoop, walk, crawl, climb, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate various equipment, transport materials and supplies weighing up to 50 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Reclamation Trainee

To: Water Reclamation Operator
Environmental Control Assistant

Job Description:

BOWC Approved: 2/21/2006
Rev. Approved 1/18/2011

Testing Standards:

Open/Civil Service Oral: 4/11/2006