

**VICTOR VALLEY WASTEWATER  
RECLAMATION AUTHORITY  
JOB DESCRIPTION**

**Effective Date: 07/01/05**

**TITLE: Operator In Training (O.I.T)**

**PAGE: 1**

*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.*

**SUMMARY DESCRIPTION**

Assist in the operation and maintenance of wastewater treatment facilities to ensure proper operation as well as compliance with discharge requirements. This is an entry level position which provides training and development prior to obtaining a Treatment Plant Operator I position. Reports to Operation Supervisor.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assist operations personnel in the operation of the treatment facilities.
2. Collect and record plant data and observations.
3. Check the operation of equipment for best efficiency.
4. Periodic chemical laboratory analysis.
5. Cleaning of equipment such as bar screens, tanks, and weirs.
6. Lubricates machinery.
7. Loads and unloads trucks.
8. Spreads sand gravel, and dirt.
9. Drives trucks and other vehicles associated with treatment plant processes.
10. Paints, digs and refills ditches.
11. Cleans drains, culverts, and ditches.
12. Cuts weeds and brush; trims trees, bushes and hedges.
13. Collects and disposes of trash and garbage.
14. Washes and cleans vehicles, tools, and equipment.
15. Carries and holds material, supplies, or tools when assisting maintenance and operations personnel.
16. Attends schools and seminars and expresses general willingness to learn wastewater treatment field.

**VICTOR VALLEY WASTEWATER  
RECLAMATION AUTHORITY  
JOB DESCRIPTION**

**Effective Date: 07/01/05**

**TITLE: Operator In Training (O.I.T)**

**PAGE: 2**

17. Read and understand manufacturer's instructions
18. Learn and maintain proficiency in computer hardware and software utilized by VVWRA
19. Maintain a clean and safe work area, and adhere to all safety regulations
20. Communicate effectively and establish and maintain effective working relationships with others

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge :**

Knowledge of mechanical aptitude.  
Knowledge of the correct application of tools.

**Ability to:**

Get along with the public and fellow employees.  
Adhere to all safety rules and make recommendations for improved safety  
Perform work assignments in an efficient and effective manner  
Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals  
Use hands and fingers to handle or operate objects, tools, or controls, and reach with hands and arms  
Talk, hear, see and smell  
Frequently stand, walk, climb or balance, stoop, kneel, crouch, or crawl to operate equipment located in tight quarters and participate in confined space entry and exit procedures, including rescues  
Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 70 pounds  
Work regular hours of the approved VVWRA alternate work schedule.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Experience:**

*Employee must possess (at a minimum) a high school diploma or general education degree (GED). Must possess and maintain in good standing a valid State of California Class C driver's license. One year of general experience in construction or maintenance work. Must make application for "Operator-in-Training" certificate within 30 days from date of hire.*

**VICTOR VALLEY WASTEWATER  
RECLAMATION AUTHORITY  
JOB DESCRIPTION**

**Effective Date: 07/01/05**

**TITLE: Operator In Training (O.I.T)**

**PAGE: 3**

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is typically accomplished near moving mechanical equipment indoors and outside in varied weather conditions; employee may be frequently exposed to fumes or airborne particles; occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration; and often works in a high noise environment

**Physical:** Incumbents require sufficient physical ability to stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.