



Clearlake Oaks County Water District

Job Description

OIT (OPERATOR IN TRAINING)

Wastewater

Status: Non-Exempt

Salary Range: \$14.50 - \$15.50

Conditions of Employment: This position is an "at will" basis, meaning you may resign at any time and that the General Manager may terminate your employment at any time, with or without cause. This position is classified as a Non-Exempt/Hourly Employee and reports directly to and receives general supervision from the Operations Manager.

Definition: Under close supervision, performs a variety of maintenance, repair and operating work and performs related tasks as required.

Example of Duties: Assists in the operation and service of sewer cleaning equipment; assists in cleaning and repairs of manholes; sewer lines, water lines and related facilities; assists in the laying and joining of new sewer and water pipes; assists in all aspects of Wastewater Treatment Plant operations, assists in the performance of plumbing, electrical, carpentry and painting tasks; perform heavy physical labor, handles and unloads material and equipment as required; drives district vehicles; assists other departments in carrying out their functions when directed by the Chief Operator(s); and any other duties as assigned by the Chief Operator(s) or the General/Operations Manager.

Minimum Requirements:

Education: High School Graduate or equivalent. Grade I California Water Distribution Operator Certification and Grade I California Wastewater Treatment Operator Certification and Grade II California Water Operator Certification and conversion from Class C to Class B California Motor Vehicle Operators License, with air break and tank endorsement, within three (3) months of employment.

Experience: Minimum requirements for above stated certificates. D2, T2, W2 highly desirable.

Knowledge of: Water and Waste Water treatment principals, laws and regulations.

Ability To: Employee must pass Wastewater Treatment Grade I within probationary period. Subsequent to Wastewater certification employee must obtain a T2 and D2 license within eighteen (18) months of employment. Make the most efficient use of time and achieve the highest quality workmanship. Ability to follow oral and written direction, willingness to perform skilled tasks on an as needed basis. Physical strength and agility is required. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location. Ability to maintain good working relationships with fellow employees and to maintain good public relations. Ability to maintain a clean and professional appearance for themselves, staff and the District facilities they are responsible for. Must be able to take duty shifts as scheduled and respond within one (1) hour of a callout.

Physical

Requirements: Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone

service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner. The Operator participates in water and wastewater systems maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to wear a remote air supply apparatus and or perform work in “Confined Spaces”; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District’s Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting, on an occasional basis.

Employee Signature: _____ Date _____

Supervisor Signature _____ Date _____

General Manager Signature _____ Date _____