

Job Title: Operator-in-Training  
Organization: Avon Lake Regional Water  
Immediate Supervisor: Manager of facility to which assigned  
Positions Supervised: N/A  
FLSA Status: Non-Exempt  
Bargaining Unit: Yes

### **GENERAL RESPONSIBILITIES:**

Under direct supervision from the Manager of the Treatment Plant to which he/she is assigned, the Operator-in-Training may be responsible for plant operations for a shift as directed by the Plant Manager. The Operator-in-Training is responsible for selection and adjustments to plant operation during his/her shift to optimize plant operations. When working alone during off hours, he/she is in primary charge of plant operations; similarly for weekends and/or holidays. This description shall apply to the Operator-in-Training assigned to the Water Treatment Plant as well as those assigned to the Wastewater Treatment Plant.

### **GENERAL QUALIFICATIONS:**

1. High school graduate or equivalent.
2. Valid driver's license.
3. Actively seeking to earn a Class 1 Certification from the OEPA. Must pass Ohio EPA Class I Water Supply or Wastewater Works exam within twelve months of date of hire.

### **SPECIFIC DUTIES**

Under the supervision of the respective Plant Manager, shall perform a variety of technical and routine tasks including but not limited to:

1. Assume all the functions of a treatment plant operator that his/her training allows as determined by the Plant Manager and/or the CUO.
2. Perform laboratory tests.
3. Work shifts to cover an operator's absence.
4. All grounds keeping, housekeeping, and maintenance tasks as required.
5. Make treatment adjustments as needed or directed.
6. Detect and solve problems in the Plant.
7. Calmly respond to emergency situations and handle them swiftly.
8. Deal with the public in a positive manner, respond to complaints and react to emergency situations.
9. Perform additional functions/tasks as needed.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.*

1. Must know principles involved in treatment of water or wastewater plant operations.
2. Basic maintenance skills.
3. Ability to solve basic math problems.
4. Basic computer skills.
5. Ability to comprehend and follow laboratory procedures.
6. Ability to read and write.
7. Skill to run basic machinery.
8. Ability to work safely and efficiently.
9. Keep accurate records, including Chain of Custody forms.

*The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Normal physical activity required in hands-on operation of a multi-building Plant.
2. Work outside in all-weather environments.
3. Physically capable of lifting 50 pounds.
4. Alert to ever-changing conditions and problems.
5. Work independently and/or in a team environment.
6. Work accurately and calmly under pressure.
7. Communicate effectively, both orally and in writing.
8. Work accurately with numbers.
9. Follow oral and written instructions, procedures and supervisory direction.
10. Must work overtime as needed.