**Class Summary**

The responsibilities of this classification include performing a wide variety of entry level (trainee) laboring and maintenance tasks in the maintenance, construction and repair of wastewater treatment (primary, secondary, reuse and conveyance facilities and assisting in the operation of these facilities while training.

**Distinguishing Characteristics**

This is the first (trainee) level within a five-level Wastewater Treatment Plant Operations classification. Incumbents apply entry level knowledge of laboring and maintenance tasks and participate in training that is needed to advance to higher level Wastewater Treatment Plant Operator classifications. The incumbent is primarily in a training position for operations and is responsible for performing laboring tasks to assist in the maintenance and operation of wastewater facilities, processes and equipment.

It is distinguished from Wastewater Operator in that the Wastewater Operator is primarily responsible for the operation, monitoring, troubleshooting and maintenance of wastewater treatment facilities, odor control, collection/conveyance systems and processes.

**Examples of Duties**

1. Perform tasks associated with training and learning how to operate, monitor and maintain biological, chemical, mechanical, electrical, pneumatic, hydraulic equipment and processes at wastewater treatment facilities.
2. Perform tasks associated with training and learning how to inspect, clean and perform preventive maintenance on wastewater treatment facilities, process and safety equipment.
3. Assist other staff in wastewater operations, maintenance and process control (prepping and cleaning of treatment facility equipment and areas, performing laboratory sampling and providing emergency support at assigned facility).
4. Perform tasks using basic hand or power tools or miscellaneous equipment and follow established safety policies and procedures associated with the operation of equipment.
5. Participate in continuing education, safety and training programs associated with wastewater treatment operations.
6. Perform tasks associated with training and learning how to operate specialized equipment such as cranes, forklifts, vacuum trucks and portable pumps at wastewater treatment facilities.
7. Perform maintenance duties such as cleaning, pressure washing, servicing operating equipment, mowing lawns and performing housekeeping tasks as assigned.
8. Maintain daily logs, submit work requests, complete work assignments while following established business and team standards.
9. Perform other related duties as assigned.

**Knowledge/Skills**

Knowledge of basic mathematics, algebra principles and techniques

Knowledge of the application of mechanical and electrical techniques and principles

Knowledge of proper industrial safety procedures on how to work safely in hazardous environments, handling of hazardous materials and Safety Data Sheet (SDS)

Skill in operating basic hand and power tools

Skill in applying verbal and written communication techniques and principles to read, write and follow oral and written instructions

Ability to work during adverse and inclement weather conditions

Ability to lift and carry equipment weighing up to 50 pounds

Ability to work in confined spaces, climb in and out of tanks using ladders, and work around noxious odors, heat and high noise levels

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State Wastewater Treatment Plant Operator-In-Training (OIT) certificate

Incumbents in this classification must meet the requirements for advancement to Wastewater Treatment Operator, within two years of appointment

Valid Washington State Driver’s License or ability to obtain within 30 days

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 3 |
| **Levels within same series** | Identification Technician  Identification Supervisor |
| **Class History** | 9/2006 – Updated  7/2007 – New Font and Format  10/2008 – Updated  3/2010 – Updated  3/2017 Revised duties |