



## Water or Wastewater Apprentice (Part-time, No benefits)

Water & Wastewater

Rate of Pay: \$12.56/hour

### JOB SUMMARY

Under the supervision of a trained Water or Wastewater Operator this part-time position is responsible for learning all aspects of a water or wastewater treatment plant with the goal of becoming a certified operator.

### MAJOR DUTIES

**Will be exposed to the following duties throughout a training period:**

- Monitors and adjusts the processing system to meet demands; inspects plant grounds, checks gauges, and takes readings; monitors flow levels, pumps, motors and valves.
- Monitors overall plant operations via the Supervisory Control and Data Acquisition (SCADA) system.
- Takes samples and tests chemical levels throughout the plant on an hourly basis; performs a series of daily laboratory analyses.
- Maintains the effectiveness of water filters by inspecting and cleaning as needed.
- Adjusts chemical feeders as needed.
- Monitors flow throughout the plant to ensure proper operation.
- Makes equipment repairs and responds to breakdowns.
- Maintains log books and computer files containing laboratory analysis results, distribution system changes, filter backwash readings, process control changes, chemical inventory, and other pertinent information; documents all problems or complaints.
- Attends job related training; remains current on revisions to pertinent policies, procedures, rules, regulations, requirements and standards.
- Leads plant tours for the general public.
- Maintains plant building and grounds.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of treatment plant operating principles, practices, and equipment.
- Knowledge of general maintenance practices.
- Knowledge of relevant state and federal guidelines.
- Knowledge of safety practices and protocols.
- Skill in prioritizing and organizing work.
- Skill in the diagnosis and repair of plant equipment.
- Skill in the collection and analysis of water samples.
- Skill in the use of computers and job related software programs.
- Skill in the use of hand tools.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Wastewater Plant Superintendent or the Water Treatment Plant Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include Georgia Environmental Protection Division and United States Environmental Protection Agency guidelines, the Clean Water Act, standard methods for the examination of water and wastewater, and plant standard operating procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related plant operation duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to assist in the operation of a water or wastewater treatment plant. Success in this position contributes to the efficiency and effectiveness of plant operations and compliance with all relevant state and federal regulations.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, vendors, representatives of state and federal regulatory agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while standing, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, a laboratory, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- High School diploma or GED, or working toward completing a high school diploma or GED.
- No relevant experience necessary, but should have a strong aptitude toward math.
- Possession of a valid class "C" driver's license may be necessary.