

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Wastewater Plant Operator Trainee**  
Public Works Department  
Wastewater Division

**GENERAL STATEMENT OF JOB**

Under direct supervision, learns and assists in the performance of technical work to ensure proper wastewater plant operations. Performs related work as required. Reports to the Lead Wastewater Plant Operator and/or Wastewater Plant Superintendent.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents of any particular position.*

Tests water flow, analyzes chemical content of wastewater, monitors tank levels; adjusts pumps, air, chemicals, controls, etc., as indicated to maintain optimum standards; maintains records of all tests.

Maintains chemical tanks.

Collects and submits wastewater samples for field and lab testing.

Stops, starts and monitors the performance of all equipment and machinery; conducts safety inspections.

Monitors charts, recorders, readouts and computer monitors to ensure proper control levels.

Pumps wastewater from one tank to another and to sludge truck.

Maintains, cleans, calibrates and performs minor repairs and adjustments to equipment and machinery.

Controls odors; cleans spills.

Loads and unloads trucks.

Performs general maintenance, grounds keeping and housekeeping duties as required.

Operates a truck, forklift, hoist, crane, , control panels, meters, laboratory equipment, pressure cleaner, generators, motors, and various hand and power tools in the performance of daily tasks.

Performs all duties in compliance with all applicable policies, procedures, laws, safety and health regulations.

Enters computer data; uses computer to produce routine reports, spreadsheets, and technical documentation.

Receives and responds to public inquiries, concerns and complaints regarding division activities and services.

Responds to emergencies as required; subject to call back.

Compiles data for and prepares a variety of required reports and records. Attends meetings, workshops and training to enhance job knowledge and skills.

Monitors lift stations and plant processes.

### **ADDITIONAL JOB FUNCTIONS**

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, typing reports and correspondence, copying and filing documents, running errands, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent.

### **SPECIAL REQUIREMENTS**

Valid Florida driver's license.

Requires Florida certification as a Wastewater Operator "C" within two years of employment.

## **SPECIAL REQUIREMENTS**

Position is a Category A position for purposes of Emergency Management. Employees may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Wastewater Plant Operator Trainee. Is able to learn and apply the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the principles, theories, practices and methodologies of wastewater treatment systems and their maintenance and repair, and other fields applicable to the requirements of the position. Is skilled in applying a responsible attention to detail as necessary in preparing reports and records. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Is able to offer assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of and skill in the use of modern office practices and equipment. Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and/or materials used in performing essential functions. Requires the ability to use, operate and/or handle equipment such as a computer, diagnostic/laboratory instruments, pumps, motors, heavy equipment, hand and power tools, etc. Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to monitor and operate equipment controls with

precision. Is able to make minor repairs and adjustments to equipment.

**Verbal Aptitude:** Requires the ability to use a wide variety of reference and/or descriptive data and information.

**Mathematical Aptitude:** Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Is able to read and interpret various materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving a variety of generally pre-defined duties which are often characterized by frequent change. Is able to use independent judgment in performing routine tasks.

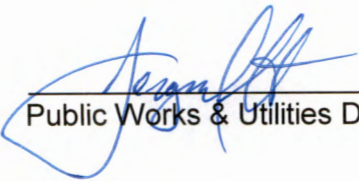
#### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds); some positions require sufficient hand/eye coordination to perform skilled/semi-skilled movements, such as mechanical repair and machinery control.

**Sensory Requirements:** Some tasks require visual, olfactory, depth and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, toxic/poisonous agents, insect bites, disease/pathogens, bright/dim light, wetness/humidity, electric currents, machinery hazards, vibrations and noise extremes.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
Public Works & Utilities Director / City Engineer

3/31/2020  
Date