

City of Dunedin, Florida
Class Description

JOB TITLE: Water Plant Operator Trainee
Utilities Department, Water Division

GENERAL STATEMENT OF JOB

Under direct supervision of a licensed operator, assists with and learns the daily practices and procedures of the City's reverse osmosis water production plant. Performs related work as required. Reports to the Lead Water Plant Operator.

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(s) of any particular position.

Assists with the performance of routine technical work in support of daily water production plant operations, performing all duties in compliance with applicable policies, procedures, laws, safety and health regulations.

Monitors plant status to ensure it is operating within established guidelines; assists in maintaining daily plant records. Compiles data for and prepares a variety of required reports and records.

Operates various equipment and machinery as required for daily tasks, including pumps, valves, motors, hoist, trucks, laboratory equipment, various hand and power tools, etc.

Fills chemical tanks; monitors chlorine content; collects water samples and performs laboratory analyses and/or submits samples for analysis. Adjusts as indicated.

Performs maintenance and repairs on the water plant, wells, and equipment that may involve: mechanical, electrical, electro-mechanical, piping, plumbing, technological, chemical, driving, climbing (up and down), lifting, pushing, pulling, digging and hammering.

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

Provides security rounds as required. Mows grounds when needed. Subject to call back.

ADDITIONAL JOB FUNCTIONS

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

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Florida Driver's License.

Must obtain "C" certification in Water Plant Operation within two years of hire.

This is a Category A position for the purposes of Emergency Management. Employees in this category 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 Water Plant Operator Trainee. Is able to learn and apply the laws, ordinances, standards, principles, theories, practices and methodologies of water production systems and their maintenance and repair. Has knowledge of standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment. Has knowledge of and skill in the use of modern office practices and equipment. Has knowledge of basic mathematics. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to aid 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. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

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.

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, calculator, telephone, diagnostic/laboratory instruments, small hand tools, etc.

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

Mathematical Aptitude: Has the mathematical ability to handle required calculations. 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 apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret technical materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over). Requires sufficient hand/eye coordination to perform skilled movements, as in mechanical repair work.

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

Environmental Factors: Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, wetness/humidity, toxic/poisonous agents, electric currents, machinery hazards, traffic hazards, 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.

Russell Ferlita, Ph.D., P.E.

Utilities Director / City Engineer

7/27/2022

Date