



**CITY OF COACHELLA**  
invites applications for the position of:

## **Treatment Plant Operator Trainee**

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**SALARY:** \$20.29 - \$24.65 Hourly  
\$3,516.17 - \$4,272.16 Monthly  
\$42,194.04 - \$51,265.92 Annually

**OPENING DATE:** 02/05/19

**CLOSING DATE:** 02/28/19 06:00 PM

**DESCRIPTION:**

**\*\*\*DISCLAIMER: The City reserves the right to accelerate or extend the "Closing Date" of open positions at any time, dependent upon the number of applications received.**

Under direct or general supervision, installs, maintains, repairs, and operates equipment, facilities, pump stations, and related appurtenances as found in a wastewater treatment plant and collection system; performs laboratory analysis and adjusts chemicals to comply with Federal, State, and local laws and regulations; operates and maintains plant and collections systems equipment including pumps, motors, valves, chemical feed systems, and filters to maintain adequate flow and efficient processing; performs preventive maintenance and makes repairs to plant and collections systems facilities and equipment; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Wastewater Superintendent. Exercises no supervision of staff. May provide technical and functional direction to lower-level staff.

**CLASS CHARACTERISTICS**

Treatment/Collection System Operator Trainee: This is the entry-level class in the wastewater treatment plant and collection system operator series. Under direct supervision, incumbents learn to operate and maintain wastewater treatment and collections system equipment and appurtenances according to City practices and procedures, as well as State and Federal regulations. Since this class is used as a training class, employees may have only limited or no directly related work experience.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

**When assigned to the treatment plant operations function:**

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; changes flow meter charts; makes process adjustments according to information gathered, samples collected, readings, and records.
- Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that plants are operating effectively and that regulatory requirements are being met.
- Interprets and performs routine laboratory and process tests to optimize plant performance, checks the results, and recommends changes to supervisor.
- Performs proper usage and handling of chemicals according to industry standards.
- Operates and assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems,

- power generation systems, pressure and flow regulators, and other treatment plant fixtures and appliances.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Removes blockages; replaces worn parts; assists maintenance as required.
- Lubricates pumps, motors, chains, conveyors, and other machinery and equipment.
- Performs preventative maintenance and services equipment according to an established schedule and inspects facilities and equipment to determine the need for maintenance or repair.

#### **When assigned to the collections system maintenance function:**

- Performs construction, maintenance, and repair activities of City wastewater utilities systems and facilities, including removing blockages through hydro-cleaning and rodding, vacuuming debris, root-cutting and extinction, monitoring and preventing problems through closed circuit television equipment, and installing and maintaining wastewater manholes.
- Maintains wastewater lines and pump stations to ensure continuous flow of City wastes.
- Provides for the installation, maintenance, and repair of wastewater mains and laterals.
- Operates and maintains the City's close circuit television system and equipment used to monitor and prevent problems in the wastewater system.
- Installs and maintains wastewater manholes, and makes minor repairs as directed; installs clean-out boxes and lids as required.
- Maintains the City's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the City, including repairing broken wastewater mains and parts.
- Inspects and services pumps, check valves, and floats as necessary; vacuums wet wells, lift stations, and miscellaneous water basins.
- Assists in the installation of new wastewater laterals and mains, including hooking up laterals for new home construction.
- Performs asphalt and concrete repair and patchwork; removes trees, brush, and debris from right-of-ways and easements to access sewer main lines and laterals.
- Installs and maintains different metering devices throughout the City's infrastructure to monitor wastewater flows; downloads necessary information onto a computer.
- Performs smoke and dye tests of wastewater main lines to investigate illegal tapping.

#### **When performing all assignments:**

- Inspects assigned City infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marking areas that need to be repaired.
- Monitors contractors working with and around underground services to ensure the work is appropriately performed to code; addresses discrepancies as necessary.
- Maintains light, medium, and heavy-duty equipment and vehicles appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs duties of a disaster services worker in event of an emergency.
- Performs related duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment and collections system facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.

- Basic equipment troubleshooting principles and practices.
- Basic record keeping practices.
- Basic mechanical, electrical, and hydraulic principles.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals and safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

#### **Ability to:**

- Operate, maintain, and repair a variety of wastewater treatment and collections system facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Operate a motor vehicle safely.
- Maintain both manual and automated logs, records, reports, and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

#### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Treatment/Collection System Operator - Trainee. I. and II: Equivalent to the completion of the twelfth (12th) grade.

Treatment/Collection System Operator - Trainee: Some experience in construction, maintenance, and/or the operation of hydraulic pumps, valves, gasoline powered engines, and motors.

#### **Licenses and Certifications:**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Possession of, or the ability to obtain, a valid California class B driver's license within twelve (12) months of employment.
- Possession of, or the ability to obtain, a valid Grade I Wastewater Treatment Plant Operator Certificate issued by the California State Water Quality Control Board (SWQCB) within eighteen (18) months of employment.

### **PHYSICAL DEMANDS/ENVIRONMENTAL ELEMENTS/WORKING CONDITIONS:**

#### **PHYSICAL DEMANDS**

Must possess mobility to work in and around a standard wastewater treatment plant, collections system, and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds and heavier weights with the use of proper equipment.

#### **ENVIRONMENTAL ELEMENTS**

Depending on assignment, employees may work indoors and/or outdoors and are exposed to loud

noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays based on grade and certification levels.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.coachella.org/>

Position #2019-00022  
TREATMENT PLANT OPERATOR TRAINEE  
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1515 Sixth Street  
Coachella, CA 92236  
760-398-3502

[hr@coachella.org](mailto:hr@coachella.org)

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### **Treatment Plant Operator Trainee Supplemental Questionnaire**

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?  
☐ Yes   ☐ No
  
- \* 2. Do you have a High School diploma or GED?  
☐ Yes   ☐ No
  
- \* 3. Do you have a Valid California class B driver's license with the appropriate endorsements, satisfactory driving record, and automobile insurance?  
☐ Yes  
☐ No. I understand that this must be obtained within 12 months of employment.
  
- \* 4. Do you possess a valid Grade I Wastewater Treatment Plant Operator Certificate issued by the California State Water Quality Control Board?  
☐ Yes  
☐ No. I understand that this must be obtained within 18 months of employment.
  
- \* 5. Do you have some experience in construction, maintenance, and/or repair of the operation of hydraulic pumps, valves, gasoline powered engines and motors? If yes, please describe your experience below:
  
  
- \* 6. Describe any training and experience you have maintaining electrical- mechanical equipment associated with a wastewater treatment plan.
  
  
- \* Required Question