

City of Joseph Position Description

Job Title: Water and Wastewater Treatment Plant Operator Trainee

Department: Public Works

Reports to: Public Works Supervisor

Location: Throughout City of Joseph service area.

Position type and expected hours of work: Full-time

Typical Work Hours/Shifts:

- Monday through Friday, 7 AM – 3:30 PM (subject to change)
- Requires on-call availability.
- May require work outside these days and work hours if called out for special assignments or in an emergency.
- May require overtime

Union Eligibility: This is a union-represented position.

FLSA Classification: Non-exempt (Classification is based on current job duties and may be subject to review).

Wage Level: 6 (\$20.83-\$27.64)

Supervisory responsibilities: None

Date Originated: 06/16/26

Date Reviewed/Revised: 06/16/26

Position Summary/Purpose:

Under the direction of the Public Works Supervisor and in coordination with a contracted Certified Operator in Responsible Charge (DRC), this position assists in the operation, monitoring, maintenance, and troubleshooting of the City's wastewater and water treatment facilities and their respective processes.

This is an entry-level training position designed to provide the employee with the knowledge, skills, and qualifying experience necessary to obtain the Oregon Drinking Water Operator and Wastewater System Operator certifications required to advance to the Treatment Plant Operator position. The employee must demonstrate satisfactory progress toward the required certifications and obtain them within the timeframes established by the City and permitted by applicable State certification requirements. Continued employment in this classification is contingent upon satisfactory performance and progress toward those requirements.

Work involves supporting the technical aspects of plant operations, assisting with compliance efforts for state and federal regulations, and maintaining underground and aboveground sewer and water systems.

Work is initially performed under close direction and oversight. As training, experience, and applicable certifications are obtained, the employee may perform assigned duties with increasing independence, consistent with regulatory requirements and the employee's demonstrated competencies as reviewed through reports, observations, and results achieved.

Essential Functions are the basic job functions that an employee must be able to perform, with or without reasonable accommodation. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The following duties are representative of the work performed in this position and are not intended to be an exhaustive list of all responsibilities.*

- Under the appropriate supervision, learn, then perform the installation, maintenance, and repair of treatment plant equipment, pump stations, and related system components.
- Under supervision, perform daily operational checks of the water and wastewater treatment systems; identify and promptly report abnormal conditions, alarms, equipment failures, or potential compliance concerns.
- Assist with the installation, inspection, and maintenance of sewer lines, water lines, and related infrastructure.
- Under the supervision of certified personnel and in accordance with established procedures and applicable regulatory requirements, perform basic sampling, monitoring, and testing required for treatment operations.
- Monitor treatment processes and equipment and make operational adjustments only as authorized and consistent with the employee's training, certification status, and established operating procedures.
- Accurately record operational data and maintain complete logs, testing records, maintenance records, and other documentation required for treatment operations and regulatory compliance.
- Assist with the preparation of regulatory reports and provide complete and accurate operational information to the contracted certified operator and other authorized personnel responsible for reviewing, certifying, or submitting reports.
- Participate in scheduled weekend and holiday system checks and once appropriately trained, participate in the on-call rotation to respond to alarms, emergencies, system failures, and other operational problems.
- Promptly communicate with the Public Works Supervisor, or in their absence, with the City Administrator and DRC regarding system performance, maintenance needs, safety concerns, operational issues and potential compliance issues.
- Participate in required training, study, testing, and other developmental activities and demonstrate satisfactory progress toward obtaining the licenses and certifications required for advancement to the Treatment Plant Operator position.
- Assist in the day-to-day operations of the Public Works Department as assigned.
- Perform work in compliance with Occupational Safety and Health Administration (OSHA) standards and all other applicable safety requirements, policies, and procedures, including

requirements governing personal protective equipment, chemical handling, confined-space entry, lockout/tagout, and the safe operation of vehicles, tools, and equipment.

- Perform other duties as assigned that are reasonably related to the responsibilities of the position.

Competencies -- Skills and Behaviors necessary to perform the essential functions of the position.

Skills and Technical Competencies

- Basic knowledge or ability to learn the operation, methods, and procedures of water and wastewater treatment and related utility systems.
- Mechanical aptitude and the ability to learn the operation, inspection, preventive maintenance, troubleshooting, and minor repair of pumps, motors, machinery, and treatment equipment.
- Ability to learn and follow established operating procedures, equipment manuals, safety instructions, and regulatory requirements.
- Ability to accurately collect samples, perform routine tests and measurements, read gauges and meters, and record and interpret basic operational data following appropriate training.
- Ability to perform the basic mathematical calculations required for treatment operations, sampling, chemical application, and recordkeeping.
- Ability to recognize abnormal operating conditions, equipment malfunctions, potential compliance concerns, and safety hazards and promptly report them to appropriate personnel.
- Basic knowledge of, or ability to learn, applicable state and federal requirements governing drinking-water and wastewater operations.
- Knowledge of, or ability to learn, the basic principles and practices used in the construction, maintenance, and repair of water distribution, wastewater collection, and related public works systems.
- Ability to safely operate vehicles, hand and power tools, and maintenance equipment commonly used in treatment plant and public works operations.
- Ability to safely handle, store, and use chemicals associated with water and wastewater treatment in accordance with established procedures and required training.
- Ability to recognize hazards and follow safety procedures.
- Ability to use computers and standard software to enter operational data, maintain records, communicate, and assist with preparation of required reports.

Behavioral Competencies

- Willingness and ability to learn, develop the necessary technical skills, and complete the certifications required for advancement to the Treatment Plant Operator position.
- Follows verbal and written instructions, established operating procedures, and safety requirements and completes assigned work accurately and in a timely manner.
- Accepts direction and constructive feedback and applies newly acquired knowledge and skills to assigned work.

- Demonstrates sound judgment, including recognizing the limits of the employee's training and authority and seeking direction when appropriate.
- Maintains regular and dependable attendance and punctuality and responds reliably to scheduled on-call, weekend, holiday, and emergency assignments.
- Communicates clearly, promptly, and professionally with supervisors, coworkers, contracted operators, regulatory personnel, and members of the public.
- Works effectively both independently and as part of a team and demonstrates the ability to perform assigned duties.
- Demonstrates strong organizational skills and attention to detail. Organizes and prioritizes assigned work and maintains accurate, complete and timely records.
- Maintains composure and effectiveness and follows established procedures during alarms, emergencies or other high-pressure situations.
- Demonstrates initiative, dependability, accountability, a strong work ethic and a strong commitment to public health, environmental protection, and safe work practices.

Required Education and Experience

- Minimum High school diploma, GED, or equivalent.
- No prior water or wastewater operator certification required at the time of hire.
- No prior water or wastewater treatment experience is required at hire; however, experience in public works, water or wastewater utilities, construction, mechanical maintenance, equipment operation, laboratory work, or a related field is preferred.
- Any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position will be considered.

Additional Eligibility Requirements

Licenses

- Must meet the educational prerequisites established by the Oregon Health Authority and Oregon Department of Environmental Quality for the applicable Operator-in-Training designations and operator certifications.
- Must possess and maintain a valid Oregon driver's license.
- Ability to obtain a Class B Commercial Driver's License (CDL) with appropriate endorsements within the timeframe specified in City policy.

Certifications

- The employee must participate in all required education, training, examination, and experience-building activities and demonstrate satisfactory progress toward obtaining the Oregon operator certifications established by the City for this position.
- The employee must obtain the applicable Oregon drinking-water and wastewater Operator-in-Training designations or status within 12 months of hire, subject to the eligibility, training, experience, and examination requirements of the Oregon Health Authority and Oregon Department of Environmental Quality.

- The employee must obtain the following operator certifications within the timeframes established by the City and permitted by applicable State requirements:
 - Water Treatment Grade 1
 - Wastewater Treatment Grade 2
- Continued employment in the trainee classification is contingent upon satisfactory job performance and timely progress toward required certification milestones.
- Failure to obtain a required certification within the established timeframe may result in removal from the position, unless the City approves an extension based on circumstances outside the employee's reasonable control or other documented considerations.
- Obtaining the required certifications does not automatically result in advancement. Advancement to the Treatment Plant Operator classification requires satisfactory performance, demonstrated competencies in performing the higher-level duties, and formal approval by the City.

Other Requirements

- Must successfully pass a background check in accordance with Oregon State Statutes and City policy.
- Drug and Alcohol Testing – Initial employment is contingent upon successful completion of a pre-employment drug test. Further drug and alcohol testing of incumbents is conducted in accordance with City policy and applicable federal standards.
- Ability to work weekends, holidays, and participate in an on-call rotation as required.

Working Conditions/Environment: *the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed both indoors and outdoors in a variety of weather and environmental conditions. Incumbent is regularly exposed to heat, cold, rain, snow, wind, and varying terrain. Duties may involve exposure to dust, noise, vibration, traffic hazards, moving mechanical equipment, and confined spaces. Work may occur near water, wastewater, chemicals, or other materials associated with public utility operations.

The position requires availability to respond to emergency situations, including but not limited to water main breaks, sewer overflows, weather events, and other infrastructure-related incidents, which may occur outside of normal working hours.

Appropriate safety equipment and personal protective equipment (PPE) are provided and must be used in accordance with established safety policies and procedures.

Physical demands:

Physical requirements described are representative of those necessary to successfully perform the essential functions of this position.

- The position requires the ability to continually perform physically demanding work associated with public works and utility maintenance activities. Duties involve a combination of standing, walking, bending, kneeling, crouching, climbing, lifting, carrying, pushing, pulling, and reaching.
- Incumbent must possess sufficient strength, endurance, and mobility to safely operate tools, equipment, and vehicles and to perform manual labor tasks for extended periods.
- These physical demands may include but are not limited to:
 - Lifting and carrying materials and equipment weighing up to 50 pounds.
 - Operating hand and power tools requiring manual dexterity.
 - Operating powered heavy equipment.
 - Frequent grasping, pushing and pulling activities.
 - Entering and exiting vehicles and equipment repeatedly.
 - Working in confined spaces when necessary.
 - Maintaining balance while working on uneven or slippery surfaces.
- Regular use of office equipment such computers, keyboards, copy machines, printers, telephones and voicemail.

Travel required:

- Routine travel within the City of Joseph service area is required as part of duties.
- Occasional out-of-area travel may be required to attend training, conferences, and other work-related events.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.