

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER RECLAMATION TRAINEE

DATE: 3/12/2024

JOB CODE: 1265

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under close supervision, to receive training in wastewater treatment processes to assist in the operation of a variety of mechanical and electrical equipment and devices utilized at Water Reclamation facilities; perform a variety of duties to gain on-the-job training experience to become a wastewater treatment plant operator; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

The class of Water Reclamation Trainee is the preparatory entry level in the Water Reclamation Operator Series and is assigned to the Water Reclamation Division. Supervision is typically received from the Water Reclamation Plant Supervisor. Incumbents perform the more routine tasks and duties and must be familiar with environmental regulations and the variety of equipment utilized in the treatment of sewage and the drying of sludge. In the course of duties, incumbents are expected to increasingly develop a breadth and depth of knowledge of environmental regulations and skill that leads to full proficiency in the operation of a wastewater reclamation plant. As knowledge and skill is gained through on the job experience, certifications and satisfactory proficiency demonstrated, incumbents in this class may utilize their attained skills to apply for advanced positions at Water Reclamation facilities. The Operations Section of the Water Reclamation Division is responsible for operating two (2) wastewater treatment facilities (33 MGD and 41 MGD). Incumbents in the Water Reclamation Trainee class are expected to exercise discretion and independent judgment within established guidelines.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and all City and Department staff;
- Routinely adhere to and support/promote City and Department goals;
- Adhere to and actively promote the use of Job Safety Analyses (JSAs), Standard Operating Procedures (SOPs), and all other operational directives and policies; perform all work in accordance with the established safety policies, procedures, and methods, including OSHA regulations relating to confined

space entry, working around dangerous gases, and Lockout/Tagout/Blockout; take appropriate precautions to preserve own safety and the safety of others during the course of work;

- Attend and actively participate in briefings and meetings; participate in Department training;
- Prepare accurate reports and keep a variety of records, including timesheets, daily logs, work orders, safety worksheets, and other related documents; make oral and written reports as required;
- Assure adherence to permit requirements, personnel safety, cleanliness, and fire prevention rules and standards;
- Participate in the performance of routine and non-routine maintenance and operational activities;
- Operate plant vehicles in a safe manner following Departments Safety Standards;
- Assure adherence to permit requirements, personnel safety, cleanliness, and fire prevention rules and standards;
- Perform general cleanup functions and related work as required; and
- Receive training and assist in making routine inspection of plant equipment and in reading gauges, meters, charts, and graphs,
- Receive training on the proper procedures for monitoring the wastewater treatment and recycled water facilities operations by utilizing Supervisory Control and Data Acquisition (SCADA) and/or visual inspection;
- Receive training on the proper procedures for conducting visual inspections of wastewater reclamation process equipment to ensure proper function; receive training on the proper procedures to monitor operations and equipment associated with the following processes: lift stations, preliminary treatment, primary treatment, activated sludge, secondary treatment, extended aeration, sludge thickening, sludge dewatering, anaerobic digestion, gas handling system, recycled water system, and any other processes or equipment utilized at the Water Reclamation Plant or RIX Facility. Read, record, and interpret gauges, meters, graphs, and other monitoring and recording devices; notify appropriate staff of issues in accordance with established procedures;
- Receive training and assist in inspecting, regulating, and adjusting equipment including positive displacement and centrifugal pumps, blowers, valves, motors and sludge dewatering equipment such as belt press and centrifuge and related process equipment; record accurate operating information necessary to document shift processes and to evaluate operating characteristics; perform routine plant checks;
- Receive training and assist in checking engine driven equipment to ensure proper operation; including checks of vacuum, water level and temperature, oil level and temperature, oil pressure, manifold pressure, bearing temperature, abnormal noise or vibration, and any additional parameters described in the procedures; notify appropriate staff of issues in accordance with established procedures;
- Assist in mechanical repairs as required;
- Identify equipment malfunctions, ensure work orders are generated and that all pertinent information is included and advise a supervisor;
- Conduct plant operation and maintenance tasks, flush pumps, drain and clean tanks, basins and similar facilities, maintain buildings and grounds in a clean and orderly manner;

- Learn the proper procedures for conducting routine checks on the Plant's equipment to ensure overall compliance, including such activities as: operating logs, checklists, and testing on all South Coast Air Quality Management District (SCAQMD) permitted equipment;
- Receive training and assist in the routine lab testing for process control;
- Oil, lubricate, and/or clean motors, pumps, grit collectors, bar screens, filters, and other equipment according to schedules or as required;
- Actively participate in the response and cleanup of sewage spills, solids, sludge, chemical spills, and other related tasks;
- Perform related duties as assigned.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Verbal English to understand and be understood; written English to communicate in writing at a simple level;
- Basic mathematics, applicable to Water Reclamation Operations; and
- Appropriate safety precautions and procedures.

Ability to:

- Perform all tasks noted in the Examples of Duties above;
- Learn and apply new information;
- Perform heavy physical labor for extended periods of time in all weather conditions anticipated within the Department's service area and in confined spaces;
- Properly wear personal protective equipment, including protective respiratory equipment as required by Department's policies;
- Learn and properly adhere to permitted confined space entry and equipment protocols;
- Work in an environment of wastewater treatment;
- Read and understand operation and maintenance manuals, data, information, and documents; write legibly and at a level sufficient for job success; understand and appropriately carry out oral and written instructions; communicate effectively, both orally and in writing; organize with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative, and work independently in the absence of supervision;
- Operate a vehicle observing legal and defensive driving practices;
- Establish and maintain effective working relationships with City and Department staff, the public, and others encountered in the course of work; exercise patience, tact, and diplomacy, and courtesy in dealing with the public and employees;
- Work under moderate stress conditions; and

- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.
- Learn the skilled functions of the Water Reclamation Operator classification within two (2) years of appointment;
- Demonstrate a basic understanding of the WRP's and RIX's wastewater treatment processes, including chemical usage, within six (6) months of appointment;
- Exhibit a basic understanding of the regulatory requirements for the WR Facilities; including, but not limited to, the State Water Resources Control Board, Santa Ana Region; South Coast Air Quality Management District, and the Environmental Protection Agency, within six (6) months of appointment;
- Operate large, cumbersome valves;
- Within six (6) months of appointment, obtain and maintain during the course of employment, the following:
 - CPR and first-aid certification
 - Forklift certification
- Work shift work (day-, swing-, and graveyard-) to include working weekends, holidays, overtime, and rotating shifts; unscheduled call-back;

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent;

And

Certificates: Applicants must have completed six (6) educational points in math or science at an accredited college or university (a three-unit college semester course is equal to eight [8] educational points; ten [10] classroom hours are equal to one [1] educational point). Proof of completion of required educational points must be submitted at the time of application.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid California Class "C" driver's license; Note: For out-of-state applicants, a valid driver's license is required, and a valid Class "C" California driver's license is required within ten (10) days after appointment (Vehicle Code 12505c).

A grade 1 Operator-in-Training certificate issued by the California State Water Resources Control Board must be obtained within 6 months of appointment and a Wastewater Treatment Plant Operator Certificate Grade I issued by the California State Water Resources Control Board must be obtained within 24 months of appointment in order for continued employment with the City of San Bernardino Municipal Water Department.

Incumbents may be required to be clean shaven or have trimmed facial hair in order to properly use personal respirators. Must pass a respirator medical exam and be able to wear respirator equipment. Must be able to work in enclosed spaces while wearing protective clothing under extreme temperatures and hazardous environments.

PHYSICAL TASKS, MENTAL DEMANDS, AND ENVIRONMENTAL CONDITIONS

Work is primarily performed in a field environment that is frequently loud and prolonged, in a variety of environmental and extreme weather conditions (both indoors and out). The Work involves exposure to potential physical harm, infectious disease and hazardous chemicals including smoke, fumes or airborne particles, gas, untreated wastewater, communicable disease, high frequency noise, risk of electric shock, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents regularly work near moving

mechanical parts, are exposed to wet and/or humid conditions and heavy vibrations and work in precarious places. Incumbents frequently work on slippery or uneven surfaces. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions. There is frequent need to stand, stoop, walk, crawl, climb and perform other similar actions during the course of the workday. Incumbents may be required to work from heights on ladders, scaffoldings, motorized platforms, building roofs, or other elevated surfaces. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate various equipment, transport materials and supplies weighing up to 50 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; responds to emergency situations; and interacts with others encountered in the course of work.

CAREER LADDER

From: Water Reclamation Trainee

To: Water Reclamation Operator

Job Description:

BOWC Approved:

Rev. Approved

2/21/2006

1/18/2011

9/24/2019

2/22/2022

3/12/2024

Testing Standards: App Review/ Supp App Review