

Bennettsville, South Carolina

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Utility Plant Operator Trainee

Department: Wastewater Treatment Plant

Pay Grade: [105](#)

FLSA Status: [Non-Exempt](#)

JOB SUMMARY

Under general supervision, performs a variety of general utility tasks in the operation of a utility plant. Performs minor maintenance and lubrication on equipment. Performs general plant and ground maintenance. Performs minor laboratory tests. Records readings from meters and instruments and maintains records on plant operations. Regulates and adjusts motors, pumps and other apparatus to meet changing operating conditions. Reports to the Chief Utility Plant Operator.

ESSENTIAL JOB FUNCTIONS

- Calibrates meters and instruments.
- Collects wastewater samples.
- Records reading on plant operation.
- Performs walk through to make sure all equipment is working.
- Drives to lift stations each day and makes sure that they are pumping. Records pump hour meter readings on a weekly basis.
- Runs PH tests, DO tests and chlorine tests.
- Checks all generators and replaces fluids as needed and records the hours and fluid levels.
- Sprays for weeds at lift stations as needed.
- Paints structures.
- Interacts and communicates with various groups and individuals such as other Wastewater Plant personnel.
- Utilizes a variety of machinery and equipment to include a riding mower, weed eater, chainsaw, weed sprayer and a tractor.
- Drives boom truck to site to pull pumps.
- Drives Vac Truck to site to clean and remove debris from lift station.
- Sweeps and washes down floors at lift stations, the shop, and the plant.
- Greases and oils motors and pumps.

ADDITIONAL JOB FUNCTIONS

- Performs general custodial and grounds maintenance work.
- Performs other related duties as assigned.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

QUALIFICATIONS

Education and Experience:

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

Licenses or Certifications:

- Must possess a Trainee Operator License after 3 months and a “D” Operator License within 18 months.
- Must possess a valid SC driver’s license.

Special Requirements:

- None.

Knowledge, Skills, and Abilities:

- Has thorough knowledge of the methods, policies, and procedures of the department as they pertain to the performance of duties of the Utility Plant Operator Trainee. Has knowledge of the methods, organization and planning as they pertain to the performance of duties of the position and as reflected in the needs and requirements of the department. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of proper English usage, vocabulary, spelling, and basic mathematics. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Has knowledge of how to react calmly and quickly in emergency situations.
- Is able to make swift, sound, and educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret materials pertaining to the responsibilities of the job. Is able to prepare required reports with accuracy and in a timely manner. Has knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with staff, professionals, and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with staff, agencies, the general public, and all other internal and external customers. Is able to analyze and recognize problems and potential problems and recommend appropriate solutions. Is able to compile and analyze information and present both oral and written reports

clearly, concisely, and effectively. Is able to comprehend, interpret, and apply policies, procedure, rules, and regulations. Is able to communicate clearly and concisely and has the ability to influence and persuade others.

PHYSICAL REQUIREMENTS

Must be physically able to operate a variety of machinery and equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry or otherwise move objects. Must be able to lift/carry weights of up to fifty (50) pounds. Requires standing or sitting for sustained periods of time; walking or moving from one work site to another; manual dexterity to pick, pinch, type, or otherwise work primarily with fingers; mental acuity including the ability to make rational decisions through sound logic and deductive processes; hearing to receive detailed information and to make the discrimination in sound; and the ability to express ideas by means of the spoken word and have close visual acuity.

WORK ENVIRONMENT

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, machinery, vibrations, bright/dim light, traffic hazards, and/or toxic/poisonous agents.

SAFETY STANDARDS

Each employee shall adhere to all established safety and housekeeping standards, and will ensure such standards are not violated.

Bennettsville, South Carolina has the right to revise this job description at any time. This description does not represent in any way a contract of employment.