



## **Treatment Plant Trainee II**

**Open to all interested persons**

Salary: \$6,430 - \$7,856 per month  
Posted: 7/25/2017

**Filing Deadline: 4:30 p.m.  
Tuesday, 8/15/2017**

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### **POSITION DESCRIPTION**

The District has two open, full-time positions for Treatment Plant Trainee II in the Environmental and Engineering Services Division. Interested persons must submit a completed District application and supplemental questionnaire responses to the Human Resources Department no later than the filing deadline.

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### **DEFINITION**

Under supervision, assists in the operation and maintenance of a water treatment facility on an assigned shift; and to do related work as required.

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### **DISTINGUISHING CHARACTERISTICS**

Treatment Plant Trainee II is the intermediate training step preparatory to full journey-level class in the Treatment Plant/System Operator series. This class differs from the full journey-level Treatment Plant/System Operator III classification which entails performance of skilled level work under general supervision. Incumbents work under general supervision in the operation of a water treatment or water recycling facility. As a condition of employment, employees in the Treatment Plant Trainee II position are required to pursue training and education to obtain a T3 Water Treatment Plant Operator certification through the California Department of Public Health. Individuals normally advance to Treatment Plant/System Operator III after gaining experience and achieving proficiency which meets the requirements for the higher level classification.

### **EXAMPLES OF DUTIES**

Typical duties may include but are not limited to the following:

- Operates pumps and valves to regulate the flow of water through treatment plant; determines the rate from appropriate control system information and visual inspection,

- and coordinates the rate with demand, storage and production from other facilities;  
regulates the flow of water through the facility to maintain distribution tanks levels;
- Performs such records and report functions as maintaining a log of plant operations, test results, maintenance work performed, and unusual operating conditions; make periodic inspections and prepares reports as required;
  - Operates, monitors, adjusts and controls process functions within a water treatment facility;
  - Learns the operation of Supervisory Control and Data Acquisition (SCADA) equipment, computerized control systems and instrumentation, and equipment related to water treatment facilities,
  - Takes samples of water at established times, makes standardized quality control tests, performs laboratory analyses to assure that all water leaving the facility meets or surpasses all water quality requirements; adjusts chemical feeders and other plant equipment accordingly;
  - Works with hazardous chemicals in laboratory and bulk volumes;
  - May assist in the operation of a water recycling facility;
  - Performs routine plant maintenance such as filter inspections, and may make minor equipment repairs or adjustments;
  - Assists in maintaining operating equipment and facilities in a clean and orderly fashion, including hosing filters and basins;
  - Receives materials delivered and ensures that they are properly recorded, examined and stored;
  - Follows applicable safety rules and regulations;
  - May assist in the shut down of portions of a plant system as necessary;
  - May conduct tours for the public.

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## **QUALIFICATIONS**

Knowledge of:

- Elementary mechanical, electrical, and hydraulic principles,
- Current water treatment standards and regulations;
- Principles, methods, materials and equipment used in the safe, efficient treatment, testing and production of water for domestic purposes;
- Chemistry and mathematics as used in the operation of a water treatment facility;
- Hazardous chemical safety.

Ability to:

- Learn the practices, procedures, techniques, regulations, and laws pertaining to a water treatment plant and distribution system
- Read and interpret plant piping, metering gauges, recording equipment, mechanical systems and distribution diagrams;
- Learn to operate a Supervisory Control And Data Acquisition (SCADA) control system
- Understand the operation of a Programmable Logic Controller (PLC);
- Learn to operate, clean, and perform minor maintenance on water treatment plant equipment and facilities;
- Learn to recognize unusual, inefficient, or dangerous operating conditions and exercise independent judgment within established guidelines;
- Work with decreasing supervision while accepting increasing responsibility, maintain accurate records;
- Utilize computerized applications related to the assigned work such as MicroSoft Word, Excel, email, business enterprise systems, and document management systems;
- Understand and carry out written and oral instructions;
- Establish and maintain effective working relationships and work cooperatively with others;
- Depending upon job assignment, drive a vehicle;
- Travel to alternative work locations depending upon job assignment.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of the twelfth grade or its equivalent; and,
- Preferred: Experience, (which can include internships), in a drinking water treatment plant, drinking water distribution system, or wastewater treatment plant with exposure to the operation and/or maintenance of such facilities;
- Possession of a valid T2 Water Treatment Plant Operator's Certificate earned through the California Department of Public Health.

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## **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Work on an "on call" basis for emergency situations;

- Must be willing to work any day and any 8, 10 or 12 hour shift within a 24-hour period as assigned, including holidays, weekends and overtime as needed.

### **LICENSES AND/OR CERTIFICATIONS**

- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record;
- Possession of a T3 Water Treatment Plant Operator certification within 24 months from date of hire.

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### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waist, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field, the employee may walk on uneven or un-level surfaces such as hills, slopes, ditches or trenches, on or in

filter basins or tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. Must be able to repeatedly go up and down stairs over an 8, 10, or 12 hour shift. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 70 pounds. The employee must be physically capable of lifting heavy materials such as chemical sacks or valve pit covers and be physically capable of maneuvering high-pressure fire hoses and opening/closing large valves.

This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials, distinguish color, and use a computer screen. In order to drive, individuals must be physically capable of operating vehicles and equipment safely.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

### **ADDITIONAL PHYSICAL DEMANDS**

- Full Face Cartridge Respirators may be required to be worn while performing normal job duties. Employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment.
- Must pass annual respirator physical.
- Exposure to potentially hazardous materials, laboratory and bulk chemicals, solvents, microbiological pathogens, odors and fumes.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

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### **APPLICATION AND SELECTION PROCESS**

To be considered for this career opportunity, applicants must submit the following information to the Human Resources Department by the filing deadline shown on this announcement:

- Properly completed District application.** Clearly state the title of the position for which you are applying.
- Supplemental application.** The attached page of supplemental questions will be a primary tool in evaluating qualifications for this position. The responses will be evaluated along with the completed application form. Applications received without completed Supplemental Responses will not be considered.
- Resume.** Strongly recommended (see below).

A resume may be included but does not substitute for a completed application. Applicants meeting the minimum qualifications are not guaranteed advancement in the selection process. **It is the sole responsibility of the applicant to show that he/she meets the minimum qualifications in this job announcement.**

#### **SPECIAL NOTE FOR INTERNAL APPLICANTS:**

NOTE: Please do NOT assume the recruiter or panel members know what you do and what experience you have. It is strongly recommended that you include a resume and clearly show that you meet the minimum qualifications. Do NOT put "see resume".

Screening decisions are based on the application materials submitted. Personnel files, training records, etc. are NOT necessarily accessed and reviewed by Human Resources in determining which applicants will move forward in the process.

The examination process may consist of an application screening, written and/or practical test, and oral and/or final interviews. All applicants will be notified of the disposition of their application. Based upon information provided in the application documents, the applicants presenting the best job-related qualifications will be invited to continue in the process. An eligibility list may result from this examination process.

Applicants who are selected for district employment are subject to a background check conducted by an outside agency and must take and pass a pre-employment/pre-duty medical exam and drug and alcohol test. Depending upon job duty assignments, the applicant may be required to submit an original California Department of Motor Vehicles H-6 printout (10-year history). Current employees are exempt from this requirement.

Per Labor Code § 432.9, inquiries about an applicant's criminal history are not made on the initial employment application. That information may be requested later for applicants who meet requirements for the position and who move forward in the recruitment process.

**Do NOT submit either conviction information or the DMV H-6 until requested to do so.**

You may apply online at:

[Click here for Treatment Plant Trainee II Opportunity](#)

Also, an application packet may be obtained by calling 415-945-1433, or in person at MMWD/HR, 220 Nellen Avenue, Corte Madera, CA 94925. **Faxed submissions will be accepted up until 4:30 p.m. on the filing deadline.** However, if faxed, the originals of the application and supplemental questionnaire must be mailed and post marked by the deadline date.

The filing deadline time of 4:30 p.m. also applies to in-person manual application submissions.

**Online applications submitted through CalOPPS at [Click here for Treatment Plant Trainee II Opportunity](#)**

**are strongly encouraged and will be accepted until 5:00 p.m. on the filing deadline date.**