

**Greencastle Area, Franklin County, Water Authority
Job Description**

WATER TREATMENT PLANT TRAINEE I

DEFINITION:

Trainee I shall work under the direction of the Chief Water Treatment Plant Operator. This individual shall become proficient in all aspects of the operation and maintenance of the Moss Spring Water Treatment Plant, Main Reservoir, Well Pumping Stations, Elevated Storage Tanks, and Authority grounds. Trainee I shall become proficient in performing required laboratory analysis for plant process control, as well as testing required by Federal, State, and Local agencies. The individual shall become familiar with the compulsory record keeping and reporting required by aforementioned agencies.

TYPICAL EXAMPLES OF WORK PERFORMED:

- 1) Learn the proper calibration and maintenance of laboratory and process control instrumentation.
- 2) Become proficient in maintenance and safe operation of all plant process equipment: chemical feed pumps, raw water pumps, back-wash water pumps, plant service water pumps, waste water pumps, and all other plant process equipment. Also, proficiency must be developed regarding proper operation, rules and regulations, and safety measures on all elevated water storage tanks, springs, well pumping stations, main reservoir, etc.
- 3) Perform safe operation of equipment and become familiar with the maintenance of all Water Authority property.
- 4) Maintain a secure and safe environment of facilities, grounds, and equipment; and exercise proper housekeeping practices. Works inside and outside in all types of weather under physical conditions.
- 5) Evaluate the inventory of supplies necessary for proper operations and notify Chief Operator in a timely manner when something needs ordered. Chemicals, lab supplies, and replacement parts are a few examples of the supplies critical for proper operations.
- 6) Trainee I must work designated shifts as directed by the Chief Water Plant Operator.
- 7) The above list is not all inclusive of functions performed on a daily, monthly or annual basis. You will be required to perform additional duties, as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, EDUCATION, AND LICENSING STIPULATIONS:

- 1) A valid motor vehicle license is required, preferably issued by the state of Pennsylvania.
- 2) At minimum, a High School diploma or General Education diploma is required.
- 3) Understanding of mechanical and electrical principles of equipment operation.
- 4) Ability to grasp and apply knowledge of the proper use of all tools and equipment used in the repair, operation and maintenance of water treatment facilities.
- 5) Ability to maintain a good work relationship with PA DEP, co-workers, plant /facility neighbors, and others you encounter on the job.
- 6) Physical ability and willingness to enter confined spaces, lift up to 50 lbs., and work under environmental conditions.
- 7) Use of Microsoft Word and Excel as well as other associated computer programs is a plus.
- 8) Ability to attend training sessions to enhance knowledge in the operation, maintenance, and repair of mechanical, electronic and electrical equipment.
- 9) **Trainee I** must proceed on a schedule developed by the Authority to take required courses to obtain a **Pennsylvania State Class B – Subclass 1, 7, 8, 9, 10, 11** Water Treatment Plant Operator's license.

I acknowledge that I have read the "Typical Examples of Work Performed" and "Required Knowledge, Skills, Abilities, Education, and Licensing Stipulations" for the Water Treatment Plant Trainee I position; and I certify that I can perform these functions.

(Applicant Signature)

(Date)

(Witness Signature)

*****Management has the right to add or change these duties of the position at any time*****