

CLASS SPECIFICATION FOR
Water/Wastewater Plant Operator Trainee

GENERAL STATEMENT OF DUTIES: Performs skilled work of routine difficulty in the operation of the water or wastewater treatment plant; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is trained as an operator with the expectation that the employee will meet the requirements to obtain the State of Virginia water or wastewater works operator's Class IV license. Work is performed on an assigned shift under close supervision. As experience is gained work will be performed independently. Supervision is received from the Chief Water/Wastewater Plant Operator.

EXAMPLES OF WORK (illustrative only):

- Inspects gauges, meters and control panels and observes variations in operating conditions;
- Reports or records operating conditions;
- Operates valves and gates;
- Starts and stops plant equipment to control and adjust treatment process;
- Collects samples;
- Performs routine preventive maintenance such as cleaning equipment;
- Assists in mixing chemicals;
- Attends training classes and meetings;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of equipment operation; some knowledge of math and science applicable to wastewater treatment plant operation; ability to accurately read meters and gauges; ability to keep accurate records; ability to carry out complex oral and written procedures; physical condition that will permit activities including but not limited to climbing stairs/ladders, lifting, stooping and working under adverse temperature and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and one (1) year of related work experience; OR, any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory demands and/or physical hazards of the assigned position. The successful candidate will have no felony convictions, including any convictions related to weapons or violence issues, in accordance with State Code.