

### **Position Description: Water / Sewer Trainee**

#### **Position Summary**

Under the supervision of the Water / Sewer Superintendent, the Water / Sewer Trainee is a non-exempt position under FLSA. This position assists with the operation and maintenance of the wastewater treatment system and water treatment system. The wastewater system includes lift stations, sewer lines and lagoons. Water treatment system includes the water treatment facility and distribution system. This employee should possess the ability and willingness to learn.

#### **Essential Functions**

- Learns operation of the water treatment facility and distribution system under the direct supervision of a certified operator
- Assists with the maintenance of the water distribution system
- Learns operation and maintains the wastewater system including operation of the lift stations and lagoons under the direct supervision of a certified operator.
- Cleans and repairs sewer lines
- Inspects departmental equipment and machinery;
- Records required readings and maintains departmental records;
- Performs grounds keeping duties as needed;
- Required to take on call as per rotation schedule

#### **Marginal Functions**

- Assists other departments as the need arises;
- Repairs leaks in water and sewer mains;
- Performs other duties as deemed necessary or assigned.

Classification Quick View	
FLSA:	NON-EXEMPT
ADA:	APPLICABLE
FMLA:	INELIGIBLE
OSHA:	Human blood /body fluids
Working Conditions	Adverse weather Hazardous Chemicals Manual Labor

### **Position Requirements**

**Experience:** One to three years of similar or related experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**Education:** A high school diploma or GED is required, and a technical degree or some college credit in a related field is preferred. This position requires a valid Kansas Commercial Driver's License (CDL) or the ability to secure a CDL within 6 months of employment. The employee must have or be able to obtain a Class II Wastewater Certification and a Class II Water Certification from the Kansas Department of Health and Environment to advance in employment.

**Technical Skills:** This employee must possess the ability and willingness to learn about wastewater treatment and water plant operations, mathematics, equipment operation and maintenance. The employee will operate trucks, sewer rodders, diggers, pumps and other departmental equipment. The ability to read and interpret written instructions, schematics and reports is required.

**Problem Solving:** Problem solving is a factor in this position. This employee encounters problems with distribution, treatment and equipment.

**Decision Making:** Limited decision making is a factor in this position. This employee makes decisions about performing daily duties in the most efficient manner.

**Supervision:** This employee works with frequent supervision from the Water / Sewer Superintendent, and has no supervisory duties.

**Financial Accountability:** This employee is responsible for the safe operation of departmental equipment and resources, but does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel.

**Working Conditions:** Some adverse working conditions exist within this position. Exposure to human blood and body fluids, hazardous chemicals, explosives, heights, work in confined areas, heavy machinery, excessive noise and all types of weather conditions is expected.

**Physical Requirements:** Manual labor including lifting and carrying heavy objects, bending, extensive walking and the ability to operate departmental equipment is required frequently in this position. A pre-employment physical assessment is required.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job