

PLANT OPERATOR APPRENTICE
(Temporary)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed in a job.

DEFINITION

Under immediate supervision and in a learning capacity, learn to perform and perform a variety of skilled technical duties and semi-skilled labor in the operation and maintenance of the City's wastewater or water treatment plant. This at-will, temporary apprentice class is designed to encompass a one-year training program leading to transition into the Plant Operator I class.

DISTINGUISHING CHARACTERISTICS

During the one-year apprenticeship program period, the Plant Operator Apprentice works under immediate and close supervision of a Plant Operator II or higher position. The apprentice learns the operation, maintenance, and repair of various machinery and equipment through diversified experience, on-the-job training, and related formal instruction in order to become a fully skilled plant operator, qualified for transition to the Plant Operator I class. Appointment to a position in this class is a two-year assignment, during which time the apprentice is expected to complete the vocational and academic training required for successful completion of the apprenticeship program. Inability to maintain satisfactory progress in the academic, vocational, and on-the-job work in the apprenticeship program is sufficient cause for separation from the program.

The Plant Operator Apprentice class is an up-or-out training job class. While it is expected that the training period would not last more than one year, the manager may request an extension of the program for a period not to exceed a total of two years. After the one-year training program and after obtaining a Grade TI Water Treatment Plant Operators Certificate or a Grade I Wastewater Treatment Plant Operators Certificate from the State of California, an Apprentice is typically expected to transition into the Plant Operator I class as a probationary employee. If the applicable certificate is not obtained or if the training requirements of the program are not successfully completed within two years, the Apprentice is no longer eligible for the apprenticeship program or movement to the higher level class in the series.

EXAMPLES OF DUTIES

The duties of the Apprentice class are any or all of the duties of the Plant Operator I class, though in a learning capacity. Duties may include, but are not limited to, the following:

- Assist in operating plant equipment systems, to include making equipment and process adjustments, locally, remotely, and through the plant computer control system in accordance with plant procedures.
- Assist in inspecting, troubleshooting, maintaining, and repairing equipment and systems involved in the water and wastewater treatment and associated processes to include: perform scheduled maintenance and operations checks of water/wastewater systems and associated equipment; perform scheduled lubrication, cleaning of channels, tanks and sumps, repacking of pumps, and installation of seals and bearings; and inspect, remove repair, and install pumps, motors, multi-reduction gearboxes, hydraulic drives, chain and sprocket assemblies, gas compressors, chemical handling and oxygen injection systems, and related components.
- Keep work records and prepare reports.
- Collect water/wastewater samples, perform plant control tests, and record results.
- Operate mobile equipment such as forklifts, lifts, and cranes.
- Enter, maintain, and extract information from various computer software programs such as the computerized maintenance management system (CMMS) and work order systems.
- Perform general clean-up of tools, equipment, and work areas.
- Performs related duties as assigned

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Arithmetic, basic algebra, spelling, and grammar.
- Mechanical principles.
- Spatial relationships.

Ability to:

- Read and write English at a level required for successful job performance.
- Apply mechanical principles.
- Recognize and relate objects to one another from different spatial perspectives.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Learn all safety aspects of the job.
- Obtain a Grade TI Water Treatment Plant Operators Certificate or a Grade I Wastewater Treatment Plant Operators Certificate from the State of California before completion of the one-year Apprenticeship program; or, in the case of an approved program extension, before the end of two years as an Apprentice.

Minimum Qualifications

Experience and/or Education

Graduation from high school and at least 18 years of age prior to appointment because of the hazards of the job, as defined by the Fair Labor Standards Act.

Must meet all the requirements of the Apprenticeship training plan and signed agreement and achieve a grade of "C" or better in all mandated classroom instruction.

License Requirement

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements

Evening, weekend, standby, or holiday work may be required.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Plant Operator Apprentice	5/2007			5402	Non-Exempt	5

APPROVED: _____
Human Resources Director

Date: _____