

**City of Cañon City, CO**  
**Position Description**

**Class Title: WATER TREATMENT PLANT OPERATOR TRAINEE**

**Job Code: 6507**  
**Range: 43**

**Department: Public Works--Water Treatment**

**Reports to: Water Treatment Plant Supervisor and Operator "A"**

**SUMMARY:**

Under direct supervision, performs routine water treatment plant operating and monitoring duties for the City of Cañon City.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Performs entry level duties with a limited variety of related tasks to assist in maintaining the water treatment plant and equipment. Monitors water treatment process for proper operation, and performs adjustments to pumps, flows, and chemicals. Collects and tests raw and treated water samples in laboratory according to Federal and State standards, guidelines, rules, and regulations. Acquires data from testing and applies to standards to determine any chemical additions and make control adjustments. Performs tests and procedures to determine maintenance required such as backwash of filtration systems and calibrations. Adjusts valves, and backwashes filtration systems. Performs stockroom tasks. Maintains and tracks repair and maintenance spare parts and supply inventories.

Performs routine maintenance as requested. Operates treatment plant equipment as necessary including snow plow, backhoe, compressors, pumps, motors, calculators, and personal computers. Monitors equipment and reports malfunctions, repair and replacement needs. Maintains and tracks stockroom repair and maintenance parts and supply inventories. Acts as a relief operator in the absence of the Plant Operators. Assists maintenance department with maintenance of pumps, motors, instrumentation, controls, plumbing and electrical systems. Responds to customer complaints of taste and odor. Maintains knowledge of basic water treatment control procedures.

**QUALIFICATIONS:**

**Education/Experience:**

High school diploma or equivalent; one year of experience in construction, general labor, agriculture, or related field; or any equivalent combination of education and experience.

**Licensing/Certification Requirements:**

Colorado driver's license. Colorado "D" Operators Water Certification.

**Knowledge of:**

- The mission, policies, goals and procedures of the City of Cañon City.
- The practices and methods of water treatment plant operation.
- The operation of water treatment and filtration equipment.
- Regulatory requirements regarding water treatment.
- The operation of water treatment and filtration equipment.
- Federal, state, and local laws and regulations regarding water distribution systems.
- The safe use of treatment plant equipment, including compressors, pumps, motors, pH meters, spectrophotometer, microscopes, titrators, chlorine analyzers, fluoride analyzers, TDS analyzer, and shotgun.
- The safe work methods, safety, and environmental protection laws and regulations pertaining to water treatment plants.
- Standard office equipment including personal computer, word processing, spreadsheet, and database applications, printer, fax, copier, and calculator.
- Material Safety Data Sheets for hazardous materials encountered in water treatment processes.

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**Skill in:**

- Water treatment plant operation and maintenance.
- Maintaining knowledge of regulatory requirements of water treatment.
- The operation of water treatment and filtration equipment.
- The safe use of treatment plant equipment, including snow plow, backhoe, compressors, pumps, motors, Phmeters, spectrophotometer, microscopes, titrators, chlorine analyzers, fluoride analyzers, outboard motorboat, TDS analyzer, and shotgun.
- Understanding and following spoken and/or written directions and/or diagrams.
- Utilizing office equipment, including personal computers, word processing, spreadsheet, and data base applications, calculators, and adding machines.
- Communicating verbally and in writing.
- Establishing effective relationships with employees, government officials, news media representatives, contractors, vendors, and the public.

**Physical & Mental Requirements:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, drive, hear, talk, and see, using close and medium range vision. The employee is often required to work with and around standard office equipment. The employee is often required to work with and around equipment, vehicles, machinery, and power tools. The employee is sometimes required to work with and around loud noises. The employee is occasionally required to bend, reach, stoop, squat, or kneel. The employee is occasionally required to work in dirty and dusty locations. The employee is occasionally required to work in confined spaces or adverse weather conditions. The employee is occasionally exposed to toxic chemicals including chlorine gas. The employee is occasionally required to lift and carry 100 lbs.

FLSA Status:	<input type="checkbox"/> Exempt-Salaried	<input checked="" type="checkbox"/> Non-Exempt Hourly
Date of Original: 10/18/06; prepared by PSPC		
Date Adopted:		