

City of Gardner Position Description

Wastewater Plant Apprentice

Position Title: Wastewater Plant Apprentice
Department: Utility
Reports To: Plant Superintendent – Wastewater
Salary Range: 3
FLSA Status: Non-Exempt (eligible for overtime pay)
Last Update: October 8, 2024

Job Summary:

Under the direction of the Plant Superintendent or Chief Operator, the Wastewater Plant Apprentice performs entry-level work in the operation and maintenance of the City of Gardner's Wastewater Treatment Plant.

Job Scope:

The Wastewater Plant Apprentice – Shall be enrolled in the KRWA Apprenticeship Program while working at the Wastewater Plant. This is a 2-year program which consists of on the job training, on-line course work, in-person, and hands-on course work. Upon completion of the KRWA program, the Apprentice shall complete testing to obtain a Class I Wastewater Operator license and move into a full time Operator position.

Essential Duties and Responsibilities:

- Perform assigned treatment plant rounds to inspect, monitor and document plant operations by reading and interpreting information provided by the SCADA system, meters, gauges and other instrumentation;
- Inspect, monitor and document plant and Lift station facility's; address and report abnormal conditions; ;
- Maintain operations of wastewater treatment plants, pumps, basins, clarifiers, filters, lift stations, controls and other related equipment and structures used to treat wastewater;
- Compile and update plant and Lift station operations logs and reports; perform and record mathematical calculations related to plant and lift stations operational activities. Must be able to communicate effectively as well as follow written and oral instructions;
- Collects samples; perform a variety of routine Wastewater quality laboratory tests for process control and regulatory compliance; complete associated documentation for sample collection and analyses; work closely with the laboratory on testing requirements and their meaning;
- Perform general plant and lift station facility maintenance such as cleaning, mowing, trimming, and repairing these facilities as required;
- Ability to work weekend, overtime, regular days off or holidays as assigned or needed
- Respond to emergency alarms and calls as required;
- Operate assigned equipment and vehicles;
- Assist with snow removal as required, including operating snow plow and shoveling walk area's;
- Accepts a responsible role in implementing the safety culture. Adhere to safe work practices and procedures.
- Utilize a variety of software applications such as Microsoft Office (Excel, Outlook, PowerPoint, Word);and learn new software programs as they are introduced;
- Ensure compliance with Federal, State and local laws, codes and regulations;
- Must possess good communication and interpersonal skills as applied to interaction with co-workers, supervisors, and customers, etc. sufficient to exchange or convey information and to receive work directions;
- Performs other related duties as deemed necessary or as required.

Education, Certification and Experience Requirements:

High school diploma or GED. Requires possession of a valid driver's license and a good driving record

Tools and Equipment Used:

Pick-up truck, lawn mowers, UTV, Skid loader, safety equipment, hand tools, chainsaw, multimeters, lab equipment, and personal computer

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must be capable to negotiate rough terrain as needed to access, maintain, and operate and maintain all Water Treatment facilities. Must be capable of lifting 20-50 pounds occasionally during execution of duties. Requires mobility to complete errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned. Must be able to work at heights well above ground level.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, this position functions primarily on a job site. Manual labor is required. Adverse weather conditions including prolonged exposure to temperature and precipitation extremes are a factor, as is exposure to fuels, exhaust, chemicals and hazardous implements and equipment.

Selection Guidelines:

Formal application, rating of education and experience; and successful completion of oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments may be required.

The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.