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**JOB TITLE:** Treatment Operator Trainee  
**DEPARTMENT:** Treatment Operations  
**REPORTS TO:** Treatment Operations Manager  
**FLSA STATUS:** Non-Exempt

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## SUMMARY OF POSITION

This is an entry level position in which the incumbent develops the skills required to perform work in the wastewater treatment plant, advanced water treatment facility, and reclaimed water distribution and disposal facilities. Work is performed under the direction of the Treatment Operations Manager, Lead Operator(s) or more senior operator(s). This is a District safety-sensitive position in accordance with Arizona law.

## ESSENTIAL FUNCTIONS

*Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:*

- Learns the location and purpose of District treatment and distribution facilities using correct identification by name or process type.
- Learns to monitor gauges, meters, control panels, recorders, etc., observing variations in operating conditions and makes operational adjustments as directed.
- Learns to identify equipment and process conditions on the SCADA system. Learns to graph and compare process variables on SCADA.
- Learns and assists in the basic operation and maintenance of the wastewater treatment unit processes and associated equipment.
- Learns and performs with increasing levels of responsibility daily and routine tasks.
- Learns to safely and correctly operate District equipment such as fork trucks, backhoe/loaders and aerial lifts.
- Learns and follows District safety protocols and standard operating procedures.
- Learns and assists in the inspection of equipment operation and reports faulty operation to Treatment Operations Manager or Lead Operator using District work order procedures.
- Learns the location of sampling points and sampling techniques.
- Enters data in operating logs, reports, spreadsheets and becomes familiar with the District's Computerized Maintenance Management System (CMMS).
- Assists with equipment repair or replacement with Operations staff or the Maintenance Department as directed.
- Works with hazardous chemicals such as chlorine gas, bleach in solid or liquid form, caustic soda, citric acid, polymers, and various cleaners and herbicides in the operation and maintenance of treatment facilities.
- Completes work tasks such that the facility appearance is well maintained, and work environment is safe, clean and orderly including washing equipment and machinery, painting, grounds maintenance and other custodial duties of facilities and common areas, such as break and locker rooms.
- Learns the procedures and required documentation for procurement of needed supplies to perform assignments.
- Works rotating shifts which may include day, night, weekend and/or holiday hours.
- May need to respond to emergency or abnormal facility situations outside of normal work shifts.
- Drives District vehicles in accordance with District policy as needed.
- Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to learn and adhere to policies and procedures of the District.
- Ability to learn the methods, materials, tools, and equipment used in the operation, maintenance, inspection, repair, and installation of wastewater treatment plant components.
- Ability to learn the mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.
- Ability to learn the operational practices and principles of advanced treatment processes such as ultra-filtration membranes and UV disinfection.
- Ability to learn the occupational hazards in wastewater treatment plants and safety measures to be implemented.
- Ability to work with raw sewage and chemicals using appropriate protective equipment.
- Ability to operate and maintain equipment used in wastewater treatment process.
- Ability to learn to read and interpret engineering specifications and drawings pertaining to plant expansions and improvements.
- Ability to complete required OSHA and other safety training classes.
- Ability to understand and follow oral and written instructions in the English language.
- Basic knowledge of software programs and applications including Microsoft Office products and web-based programs.
- Ability to work cooperatively and professionally with all other District employees, vendors, and the public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Most work is performed in a plant/field setting, frequently outdoors, with occasional work done in an office environment.
- Ability to work in a wide variety of weather conditions and exposure to the elements.
- Ability to lift and move heavy objects short distances (30 pounds unassisted and up to 100 pounds assisted).
- Ability to support 50 pounds overhead.
- Ability to obtain and maintain certification to wear respirator & SCBA equipment in accordance with OSHA requirements.
- Ability to work in small, cramped spaces and comply with confined space entry procedures.
- Ability to safely drive District vehicles and operate equipment such as fork trucks, front end loaders/backhoes and aerial lift equipment.
- Ability to use common hand tools and equipment for operation and maintenance tasks such as: Hammers, power drills, screwdrivers, power saws, pressure washers, etc.
- Ability to wear protective equipment as required, such as a respirator, hard hats, safety-rated steel-toed boots, and retrieval harness.
- Sufficient body flexibility, mobility, stamina, and balance to perform operation and maintenance tasks which require moderate, though not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, climbing stairs and ladders, lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight, walking over uneven terrain.
- Visual and muscular dexterity to operate a motor vehicle, equipment, hand tools and computer.

- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle back-up warnings.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical and operational documents, discern color-coded equipment indicators, and move over rough or unfamiliar terrain.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of power and hand tools to adjust or maintain equipment,

**REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE**

- High school diploma or GED equivalent.
- Must obtain a Grade 1 Wastewater Treatment Operator Certification from the Arizona Department of Environmental Quality within 12 months of hire.
- Ability to obtain and maintain certification to wear respirator & SCBA equipment in accordance with OSHA requirements.

**ADDITIONAL REQUIREMENTS**

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening, background check and physical exam.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District's Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date is required.

**EQUAL OPPORTUNITY EMPLOYER**

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

**DISCLAIMER**

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.