



Position	Water/Wastewater Treatment Plant Apprentice	Type	<i>Permanent/Full -Time</i>
Department	Public Works	Class	<i>Non-Exempt</i>
Supervisor	Lead Water and Lead Wastewater Operator and the Director of Public Works	Salary	<i>Union /Grade # 16</i>

Summary

Primarily responsible for the operation, maintenance and repair of the City's water treatment plant and wastewater treatment plant, reservoirs, lagoons, lift stations, and pump stations. Reports to Wastewater Leadman and Water Leadman on both water and wastewater treatment plant repair and maintenance. Occasionally works with Public Works department on sewer or water repair. May be required to assist Public Works crew in special projects.

Distinguishing Career Features

The Water/Wastewater Treatment Plant Apprentice position is the introductory position in the City and Borough of Wrangell's water and wastewater treatment positions.

Advancement to Water/Wastewater Treatment Operator is upon receiving both the Wastewater Treatment Level I and Water Treatment Level I certifications and a letter of competency on water and wastewater treatment plant operations from both water and wastewater department lead men. An Apprentice operator will be under the Maintenance Specialist pay scale until promotion.

Essential Duties and Responsibilities

- Personally operate, repair, and maintain the City's water treatment plant, pressure reduction valves, tanks, and water pumps.
- Personally operate, repair, and maintain the City's wastewater treatment plant, lagoons, lift stations and pump stations.
- Typically works a Monday through Friday schedule.
- Occasionally assist crews in sewer, water and road maintenance, repair and minor alterations.
- Responsible for the proper and safe use and maintenance of all assigned city equipment.
- Adjust the operation of the water and wastewater treatment plant to meet changing low conditions for peak efficiencies of operation. Ensure that water quality standards are met.
- Performs laboratory tests and chemical analyses of drinking water and wastewater as required. Records temperature, turbidity, color, flow rate, pH, oxygen demand, fecal coliform and chlorine residual.
- Required to maintain logs, reports and records of water and wastewater treatment plant operations and maintenance and adjust control equipment for water plant production.



Checks and adjusts flow of chlorine into water system.

- Performs other related work as required.
- Must have basic computer skills, including use of Microsoft's Word, Excel and Outlook programs and the aptitude to learn the SCADA and other technical components of either treatment process.
- Performs other job-related duties and responsibilities that support the overall objective of the position, or as assigned by the Water/Wastewater Lead or the Public Works Director.
- This position is subject to call out or call back for emergencies or staff shortages in order to facilitate or sustain operations.
- Participates in all job-related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.

Qualifications

Knowledge and Skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Abilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Requires the ability to work as contributing member of a team, work productively and cooperatively with supervisors, other CBW employees, external customers, and vendors, and convey a positive image of the City. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Abilities

- Frequently required to: Walk; stand; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; talk or hear; frequently required to sit, stoop, kneel, crouch or crawl; frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.



Education and Experience

Must have high school diploma or general education degree (GED), or one-year related experience and/or training or equivalent combination of education and experience. Must be able to obtain an Alaska Department of Environmental Conservation Level I certification in both water and wastewater treatment within 1-1/2 years.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is performed indoors and outdoors where some safety considerations exist from physical labor and equipment operation. May regularly work in outside weather conditions and is regularly exposed to extreme cold. Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. Noise level in the work environment is usually moderate.

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

