



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 561.1

Job Title: **PLANT OPERATOR TRAINEE**

Pay Grade: 6

### **GENERAL SUMMARY:**

Assists the lead treatment plant operator in maintaining and performing routine activities, while learning the treatment processes and plant equipment.

### **RESPONSIBILITIES:**

- Assists in maintaining plant compliance with State and Federal permits.
- Performs general cleaning of grounds and buildings, including removing debris from various mechanical systems.
- Ensures plant safety and sanitary requirements:
  - Washes down plant
  - Maintains plant grounds, i.e. collects litter
  - Cleans clarifiers, blower filters, rotor screens, etc.
- Maintains a daily log of calls, reports and messages.
- May be assigned to a control center or plant control room for monitoring of multiple systems.
- Performs other duties as requested.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED certificate. Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

#### **EXPERIENCE:**

No experience is required.

**Certification:** Within one year of entry into classification, must obtain a Texas Class "D" Water/Wastewater Operator's certificate. Must obtain a Texas Class "C" Water/Wastewater Operator's certificate appropriate to position location, such as surface water, groundwater, distribution, maintenance wastewater plant or wastewater, within two years after obtaining "D" certification.

#### **COMPLEXITY:**

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

### **PHYSICAL EFFORT:**

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

### **WORK ENVIRONMENT:**

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Plant Operator Trainee				
Plant Operator	OR	Sludge Processor	OR	Utility Mechanic
Senior Plant Operator	OR	Senior Sludge Processor	OR	Senior Utility Mechanic
Plant Operator Supervisor				

*Effective Date: October 1990*

*Revised Date: October 1998*