

MARYLAND ENVIRONMENTAL SERVICE JOB DESCRIPTION

Job Title: Operator-In-Training

FLSA Status/Grade: Non-exempt/N.A.

Group: Water/Wastewater

POSITION SUMMARY

Entry-level position in the Maryland Environmental Service's environmental systems water/wastewater operator job series. Assists operators in operating, monitoring and maintaining one or more water, wastewater or industrial wastewater treatment systems.

ESSENTIAL FUNCTIONS

Under the direction of a certified operator:

Controls flow and adjusts treatment processes to ensure that the facility achieves compliance with applicable environmental permits.

Monitors and documents facility performance by:

- a. Collecting samples and conducting the in-plant tests necessary to control and monitor treatment facility processes and operation,
- b. Performing in-plant operational control tests and process calculations, using various analytical instruments and mathematical calculations, and
- c. Recording in-plant test results, various meter readings, gauge reading, flow quantities and other technical data.

Performs in-plant maintenance according to the schedules and procedures established for the facilities to which assigned. This includes cleaning, servicing, lubricating and repairing pumps, air compressors and blowers, chemical feed equipment, lawn mowing equipment, and other mechanical devices regularly found in water, wastewater and industrial wastewater treatment facilities.

Operator In Training

OTHER RESPONSIBILITIES

Satisfactorily completes safety training mandated by State and Federal laws, training to maintain professional certification and other training that the Service requires.

Works toward satisfactorily completing the Maryland Environmental Service's Apprenticeship Program in accordance with the Service's Policy 8.03. This Program requires the environmental systems operator-in-training to, within a specified length of time, complete training and supervised experience, and obtain operator certification from the Maryland State Board of Waterworks and Waste Systems Operators.

Performs general housekeeping duties as needed or assigned, such as mowing grass, painting equipment and structures, and cleaning floors and windows.

Persons appointed to this position may be:

- a. Assigned to work at several different facilities ("circuit rider" operator) and be expected to travel between them, using an MES vehicle,
- b. Assigned to any one of three shifts and required to be on duty Saturdays, Sundays, and holidays,
- c. Temporarily assigned to any region of the State, and
- d. Permanently assigned to any facility within a 50 mile radius of the operator's home
- e. Required to work overtime to ensure that coverage of the treatment facility is maintained

Performs other job-related duties as assigned.

SUPERVISORY REQUIREMENTS

This job does not supervise or direct the work of other employees.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from a standard high school or possession of a state high school equivalency certificate.

LICENSES AND CERTIFICATIONS

Valid driver's license with less than six points under Maryland law.

Operator In Training

Valid temporary certificate(s) from the Maryland State Board of Waterworks and Waste Systems Operators as required for every category and class of treatment works to which the Maryland Environmental Service has assigned the employee.

KNOWLEDGE, SKILLS AND ABILITIES

Pass a standard physical exam.

Comply with all aspects of OSHA Respiratory requirements; including medical evaluations and fit testing.

Communicate effectively, orally and in writing, and follow oral and written instructions.

Ability to lift or move up to 50 pounds.

PHYSICAL DEMANDS

While performing the duties of this position, individuals are regularly required to stand, sit, walk, crawl, stoop, kneel and crouch, climb or balance, use hands and arms to reach, grasp, finger and feel, taste or smell, talk and hear.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and the ability to distinguish color.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and non-weather conditions that are wet or humid, work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee will occasionally be exposed to work in high, precarious places and noise levels that require hearing protection and will rarely be exposed to extreme non-weather heat or cold or risk of radiation.