

---

**AMERICAN VALLEY COMMUNITY SERVICES DISTRICT  
JOB DESCRIPTION**

**Position/Title:** Operator In Training  
**Exempt/Non-Exempt:** Non-Exempt  
**Department:** Operations  
**Reports to:** Lead Operator

**DESCRIPTION:** Under general supervision, operates and maintains the District's water and wastewater system.

**DUTIES AND RESPONSIBILITIES:**

1. Works in a safety conscious manner and complies with all safety rules and orders.
2. Operates and repairs pumps, motors, chlorinators, water filter systems, and all types of valves and detects unusual noises, vibrations, or other signs of trouble.
3. Excavates trenches, installs shoring, and places barricades, signs, and traffic cones around work sites to protect operators and public.
4. Performs maintenance of water, wastewater and collection systems.
5. Safely loads and unloads dry and liquid chemicals.
6. Reads and updates water and wastewater system maps.
7. Troubleshoots mechanical, electrical, and water quality complaints, locates the cause and corrects.
8. Operates District trucks, compactors, jackhammers, hand tools lawnmowers, weed eaters and mobile equipment, as required.
9. Performs maintenance and a variety of manual tasks, as required.
10. Maintains a valid California driver's license and an acceptable driving record for insurability.
11. Ensures the District's facilities are kept in a clean, neat, and safe manner.
12. Performs operational checks of the system and system surveillance.
13. Collects water and wastewater samples and keeps records.
14. Reads customer water meters, as required.
15. Works overtime and performs other tasks, as required.
16. Performs tests and lab analysis as required.

**MINIMUM QUALIFICATIONS:** High School diploma or GED equivalent. Must obtain the following certifications: Operator in Training certificate **must be obtained within ninety (90) days from the date of hire** and Grade I Water Distribution Operator Certification must be obtained within **one year from the date of hire**. Must obtain Grade I Wastewater Treatment License **within four (4) years from the date of hire**. Employees who do not obtain the required certification and/or license within these timeframes shall be moved to the Laborer classification (with a corresponding reduction in pay). Employees shall be placed at the same step within the Laborer classification (i.e., an OIT at Step B who does not obtain the Grade I Water Distribution Operator Certification within one year will be demoted to a Laborer, Step B). Employees who are demoted for this reason are eligible for promotion to the OIT classification only after obtaining

the required certification/license. Must possess a valid California driver's license. Must pass a pre-employment physical and drug and alcohol test.

**KNOWLEDGE AND ABILITIES:** Knowledge of the equipment and facilities commonly used in water distribution, wastewater collection, and wastewater treatment systems. Ability to understand and follow plant operation and maintenance manuals. Ability to communicate clearly and concisely – both orally and in writing. Ability to establish and maintain cooperative relationships with other employees, vendors, contractors, and members of the public. Must be able to learn basics of the wastewater treatment facilities.

**PHYSICAL REQUIREMENTS:** This position requires the ability to do all of the following:

- Perform manual excavation of underground water facilities
- Operate heavy machinery (including trucks and backhoes)
- Use hand tools (including shovels, rakes, digging bars, jackhammers)
- Bend and stoop
- Lifting up to 75 pounds – both from the ground and overhead
- Pushing and pulling objects (up to 100 pounds)
- Maneuvering heavy objects and equipment
- Grabbing objects
- Standing for long periods of time throughout the majority of the workday
- Walking over uneven terrain
- Repetitive hand/wrist/arm movements in performing maintenance tasks
- Climbing ladders

**WORKING CONDITIONS:** Works outside year-round in a variety of seasons and weather conditions. Position is often called upon to perform tasks in inclement weather. Position requires some night, evening, and weekend work as required by District operations. Given the emergent and unpredictable nature of some work assignments, advance notice of extra work hours is not always possible.

**SUPERVISION:** Supervised by Lead Operator or in his/her absence by the designee appointed by the Lead Operator.

**ACKNOWLEDGMENT:** I have reviewed this Job Description and understand it to be accurate and complete. I understand that, as a condition of employment, I am required to obtain and maintain required certifications. I also agree that management retains the right to assign me other tasks when necessary. If, at any time, I am unable to perform any of my assigned job duties for any reason, I will alert the District immediately. If, for medical reasons, I am unable to perform any of my assigned job duties, I will alert my employer and will request accommodation as outlined in the District's personnel policies.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_