



# City of Tempe

## PLANT OPERATIONS AND MAINTENANCE TRAINEE+ (SBP)

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	122		<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities		<i>Salary / Hourly Minimum:</i>	\$20.650000
<i>Supervision Level:</i>	Non-supervisor		<i>Salary / Hourly Maximum:</i>	\$27.877404
<i>Employee Group:</i>	NSU		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Plant Operator+ (SBP)
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i>	Skilled Craft

### DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives close supervision from a Plant Supervisor or other supervisory staff.
Receives guidance and training from other staff members on the team.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Some college-level coursework in water or wastewater treatment and/or six months of full-time work experience in treatment, distribution, or maintenance for a water utility.
<i>Education:</i>	Equivalent to completion of the twelfth grade.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Must possess and maintain a valid driver's license.</li> <li>● Possession of Grade I certification in water treatment or wastewater treatment or Grade I certifications in collection and distribution (as appropriate to the assignment) issued by the State of Arizona.</li> </ul>

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. This is the entry level class in a flex series for the skill-based pay Plant Operator+ and Plant Mechanic classifications. This class is distinguished from the skill-based pay Plant Operator+ or Plant Mechanic by the performance of more routine tasks and duties assigned to positions within the other two areas. Within Plant Operations, the Trainee+ will learn and assist in monitoring plant functions through reading computer displays and

working with maintenance staff in performing minor maintenance of plant equipment. Within Plant Maintenance, the Trainee+ will learn and assist in the performance of a variety of semi-skilled maintenance and repair activities in support of water and wastewater system facilities and equipment. This is the training classification in a flex series, and as such, the department may reclassify the employee to one of the higher-level classes in the flex series once the employee is off probation, meets the minimum qualifications, and is performing the work of the higher-level classification.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Physically present to perform the duties of the position.

### **When assigned to Plant Operations:**

- Assist in monitoring plant functions by reading gauges, graphs, meters and control panels, and by performing and evaluating chemical tests; changing plant operations to adjust to changing processing needs, adjusting pumps, flow valves and feeder systems.
- Assist in making hourly rounds of the plant performing a variety of duties pertaining to water and/or wastewater treatment and plant maintenance; observing variations in operating conditions and monitoring plant functions by interpreting computer information (i.e. SCADA), meter, gauge, graph, and control panel readings and test results to determine processing requirements.
- Assist in collecting liquid samples and performing a variety of laboratory tests; documenting results and taking appropriate actions; entering data into a computer and compiling readings and test results into hourly, daily and monthly reports.
- Assist in operating valves, gates, pumps, motors and generators in controlling treatment processes.
- Assist in calculating flow rates and calibrating valves and feeder systems.
- Perform related duties as assigned.

### **When assigned to Plant Maintenance:**

- Assist in the maintenance and repair of water or wastewater, pumps, feeder systems; maintain booster stations; adjust flow gates, check valves, clean basins, motors, and air lines; install bearings in shafts and motors.
- Assist in maintenance of pumping stations; maintain and repair pumps; replace bearings, valves, seals and sleeves, and repack pumps.

- Assist in performing regularly scheduled preventive maintenance work on plant and pumping station equipment; maintain comprehensive logs of all maintenance work done on equipment.
- Assist in the design and/or modification of existing equipment and systems as needed; prepare reports and sketches of installations or changes.
- Assist in repairing chlorination/UV systems and metering equipment.
- Assist in repairing air compressors.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles (i.e. pick-up trucks);
- Operate city equipment (i.e. power cart, crown hand truck, and forklift);
- Use power tools (i.e. power washer);
- Use tools (i.e. hammers, wrenches, screwdrivers, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Other physical labor essential to the classification (maintenance and repair of pipes, valves, and motors);
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work in confined areas;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- Other physical attributes essential to the classification (i.e. collecting liquid samples and perform laboratory tests).

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective February 2000</i>  <i>Revised October 2004</i>  <i>Revised October 2006 (MQs)</i>  <i>Revised April 2011 (added SBP to title; reports to Plant Supervisor)</i>  <i>Revised January 2017 (add physical/mental activities)</i>  <i>Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)</i></p>