

**March 18, 2024**

**Organization:** City of Barre, Vermont, USA  
**Position Title:** Water Treatment Plant Operator Trainee  
**Pay Grade:** 5  
Water Division  
**Department:** DPW  
**Supervisor:** Chief Operator / Superintendent of Treatment Facilities

Salary \$25.18 - \$27.66 per Hour

### **Summary / Objective**

The Water Treatment Plant Operator Trainee assists the Water Treatment Plant Chief Operator and Superintendent of Treatment Facilities in housekeeping, daily operations, routine maintenance, and all other essential functions required to the Cities Water Treatment Facility.

This position will be required to works towards becoming a licensed Water Treatment Operator in the State of Vermont.

### **Essential Functions**

Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. General housekeeping included but not limited to mopping, vacuuming, painting and general practices to maintain a clean workplace.
2. Maintain the facilities grounds including but not limited to lawn mowing, weed whacking, and minor brush and tree removal.
3. Record operational and adjustment procedures and calculations.
4. Conduct routine inspections, including but not limited to, checking pumps, motors, chemical feed pumps, chemical make-up systems for proper lubrication, and adjustment and operation.
5. Follow under instruction security procedures, including but not limited to, locking points of entry, checking alarm systems, and reporting security problems.
6. Follow appropriate safety precautions
7. Perform under supervision minor mechanical repairs and report major repairs to the Chief Operator or Assistant Chief Operator; assist in repair and maintenance projects.
8. Clean and maintain assigned area of the water plant.
9. Monitor and maintain the grounds of the City's facilities, dams and reservoirs.
10. Assist operators in general tasks required in the operation of the Water Treatment Facility.

## **Necessary Knowledge, Skills and Abilities**

1. High School diploma or equivalent
2. Ability to work various weekends and holidays required.
3. Ability to work under supervision of others required.
4. Ability to maintain effective working relationships with other staff members.
5. Ability to perform minor mechanical and electrical maintenance.
6. Ability to comprehend and carry out written, oral, and diagrammatic instructions required.
7. Ability to operate hand and power tools with supervision.
8. Ability to perform minor mathematical calculations.
9. Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.
10. Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
11. Regular attendance is necessary and is essential to meeting the expectations of the job functions.
12. Ability to understand and comply with City standards, safety rules and personnel policies

## **Competencies**

1. Must have valid State issued Drivers license.
2. Candidate must be able to pass a pre-employment physical plus drug testing prior to employment and ongoing workplace program.

## **Supervisory Responsibilities**

This position has no supervisory responsibility.

## **Physical Demands**

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The employee is occasionally exposed to moving mechanical parts and outside weather conditions, and sometimes requires the ability to perform essential job tasks in less than favorable conditions.
2. The employee is occasionally exposed to wet and/or humid conditions, or extreme cold.
3. The noise level in the work environment is usually moderate.

### **Position Type / Expected Hours of Work**

This position is classified as no-exempt full-time. Standard days and hours are Monday through Friday, 7:00 am to 3:30 pm. However, this position requires the ability to work weekends, and holidays for state compliance.

### **Travel**

Local travel may be required between facilities, public works garage, job sites or to vendors may be required.

### **Additional Eligibility Qualifications**

None required for this position.

### **Work Authorization / Security Clearance (If applicable)**

Must be authorized to legally work in the United States  
Must be able to get to and from work on a consistent basis.

### **AAP / EEO Statement**

The City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of 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.

## Signatures

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee's signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_