



Title: Utility Trainee

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to learn and provide assistance in the installation, maintenance, and repairs, of the Water and Wastewater Treatment Plants, Water Production System, Water Distribution System, Wastewater Collection System, and Reclaimed Water System. This will be accomplished by following a defined training program and working with an experienced journey level employee to obtain on-the-job training. Other duties may include completing related tasks as assigned. Shift work, weekends, holidays, standby duty, and call-back duty may be required.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Assists in the maintenance of water/wastewater treatment processes and equipment; assists with basic maintenance and repair tasks for: equipment, lines and meters, well and booster site equipment and facilities; assists in performing inspections and preventative maintenance on lift stations and collection systems.
2	L	Researches parts and obtains quotes following procurement guidelines, as requested.
3	S	Follows maintenance Standard Operating Procedures for routine maintenance activities and work orders.
4	M	Assists in cleaning equipment, sites, buildings, reservoirs, basins, channels, filters, and process areas.
5	S	Enters information and work orders into Computerized Maintenance Management System.
6	L	Assists in the collection of water and wastewater samples for laboratory analysis.
7	L	Assists with the inspection of pretreatment facilities and backflow prevention devices throughout the City.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements	
Experience	1-3 months experience. Extremely limited previous experience required in the same or similar previous positions. The job requires very basic understanding of common practices and routines.
Education	High school graduation or equivalency .
Technical Skill	Basic technical skills. Work requires the use of standard, routine technical skills appropriate to the work environment of the organization.
Physical Demands	Work requires heavy physical exertion and effort. Forces exerted are equivalent to lifting between 25 and 50 pounds. The need for physical stamina and endurance is great. The degree of physical strain produced on the job is high. It results in fatigue, and requires periods of rest. Job requirements for manual dexterity and physical manipulation are high. Work could involve the coordination of body movements involving various body postures.
Contacts	Contacts are of a routine nature within the work unit. Internal contacts occur in the normal course of performing the job and require basic communication skills such as providing or obtaining data or information regarding commonly encountered business matters. External contacts are not a necessary or regular part of the job.
Responsibility	Work is performed in a dependent manner providing little freedom to exercise independent judgment or acting in a lead role.
Accountability	Decision/action situations have a negligible or minimal impact on the organization. Errors are immediately obvious and easily detected, causing little difficulty, cost or loss of time to correct.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Valid Arizona Class “D” Drivers License required upon hire. One (1) Arizona Department of Environmental Quality (ADEQ) Grade 1 Certification within the one year of hire based on areas of job assignment; Arizona Class “A” Commercial Drivers License (CDL) with Tanker and HazMat endorsement within one year of hire, depending on job assignment; and an additional Grade 1 (ADEQ) Certification within 18 months of hire, based on areas of job assignment.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “M”-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, communicating with co-workers
Sitting	O	Desk work, operating equipment, driving
Walking	F	Around work site
Lifting	F	Supplies, equipment
Carrying	O	Supplies, equipment
Pushing/Pulling	O	Equipment/tools
Reaching	O	For supplies, equipment/tools
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator, tools/equipment
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground, in equipment, for maintenance
Crouching	O	Retrieving items from lower shelves/ground
Crawling	O	Under equipment, inside attics/pipes/ditches
Bending	F	Retrieving items from lower shelves/ground, making repairs
Twisting	F	Operating equipment
Climbing	F	Stairs, ladders, step stools, onto equipment
Balancing	F	On ladders, on equipment, step stools
Vision	F	Reading, computer screen, driving, observing work site
Hearing	O	Communicating via telephone/radio, to co-workers/public, listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving, operating heavy equipment
Other Lifting	F	In confined space area, heavy plates over open pit area, motors and pumps.



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, Microsoft Office, Hansen CMMS, and vehicle.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards			F			Respiratory Hazards			W	
Chemical Hazards			F			Extreme Temperatures			S	
Electrical Hazards			O			Noise and Vibration			D	
Fire Hazards			R			Wetness/Humidity			S	
Explosives			N			Physical Hazards			D	
Communicable Diseases			O							
Physical Danger or Abuse			N							
Other										

PROTECTIVE EQUIPMENT REQUIRED:

Fall protection equipment, fall harness, leather and latex gloves, safety glasses, safety footwear, hearing protection, level A suit, hard hat, welding leather shield, welding hood and gloves, and protective cover for clothing and shoes.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			O
Emergency Situation			O
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			O
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			R
Noisy/Distracting Environment			O
Other			

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Treatment Plants	