



PART-TIME EMPLOYMENT OPPORTUNITY

OPERATOR-IN-TRAINING

GENERAL INFORMATION: The Streets/Utilities Division of the City of Arcata's Environmental Services Department is now accepting applications for an Operator-in-Training to assist in the operation and development of the wastewater treatment and disposal system. This is the training class in the Water/Wastewater Operator series. Initially under close supervision, incumbents learn, assist, and perform a variety of practices, procedures, and tasks required to ensure proper operation and maintenance of City water and wastewater treatment facilities and systems.

GENERAL STATEMENT OF DUTIES:

Learns and assists in:

- Closely observing and checking various operational parameters and functions of water and wastewater facilities, including reporting process and equipment status and making adjustments or taking other appropriate action as necessary;
- Performing basic report, record keeping and mathematical calculations, including completing daily logs, operator sheets and checklists, both manually and by computer;
- Monitoring and adjusting as necessary the operation of pumps, clarifiers, drives, generators, co-generation equipment, plant controls and related equipment; recording and interpreting lapsed time, flow and other metered data; monitoring and adjusting telemetry system and controls;
- Performing sample collection and chemical analyses on water/wastewater samples, including but not limited to total and fecal coliform, BOD, NFR, pH, chlorine residual, fluoride residual, and temperature;
- Performing preventive maintenance on the wastewater treatment and disposal system, including changing chlorine and sulfur dioxide cylinders, monitoring and adjusting fluoride and chlorine feed rates; troubleshooting, repairing, and performing routine operation and maintenance on chemical analyzers and feed controllers for chemicals such as chlorine, sulfur dioxide, and fluoride.
- Operating and maintaining water distribution system, including keeping records of production and maintenance; flushing and cleaning water mains and hydrants; performing routine operation and maintenance of water system telemetry such as setting the time, resetting frozen software, and minor troubleshooting of telemetry;
- Investigating and acknowledging alarms throughout the wastewater and water facilities, including monitoring, polling, and responding to lift station alarms, locating and notifying stand-by personnel to respond to lift station alarms, and providing support, and communication to maintenance personnel at lift stations when responding to alarms;
- Maintains the water and wastewater facilities, including mowing, weed trimming, painting, pressure washing, and custodial duties;
- Performs all other related duties as assigned.

QUALIFICATIONS: Must be 18 years of age, responsible and dependable. Must be able to lift 50 lbs. and carry such weight for at least 50 feet. Reading skills. Oral communication skills. Equivalent to graduation from high school; supplemented by college or other courses sufficient to provide the necessary knowledge, skills, and abilities; or currently enrolled in or completion of a course of study in

water treatment, water distribution, and/or wastewater treatment. Ability to operate a motor or electric vehicle. Must possess a valid California Drivers License and have a clean driving record.

SALARY RANGE: \$17.646 – \$19.478 per hour

HOURS: Approximately 20 hours per week; Friday Saturday, Sunday; Flexible.

APPLICATION DEADLINE: **First Review June 5, 2023**. Applications are available online at www.cityofarcata.org under “Jobs,” and at the Environmental Services Department in City Hall, located at 736 F Street. Office hours are Monday-Friday; 9:00 A.M. to 5:00 P.M. Call (707) 822-8184 or email eservices@cityofarcata.org for more information.

The City of Arcata does not discriminate on the basis of political opinions or affiliations, race, color, ancestry, national origin, religious creed, sex, age, disability, medical condition, marital status, sexual preference, or because of the exercise of his/her rights under Section 3502 of the Government Code of the State of California relating to participation in the activities of employee organizations.