



TITLE: Wastewater/Water Plant Operator Trainee

PG: HD

DEPARTMENT: Public Utilities – Wastewater/Water

REPORTS TO: Chief Wastewater Plant Operator/Chief Water Plant Operator

REVISION DATE: July 2025

PURPOSE OF POSITION:

The purpose of this position is to perform entry-level, semiskilled work in the operation and maintenance of the water treatment plant or the wastewater treatment plan; does related work as required. Work is performed under regular supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Tours treatment plant.
2. Monitors plant operation through observation and computer readings.
3. Adjusts plant operations.
4. Performs building and grounds maintenance.
5. Changes chemical dosages and filter rates, turns filter pumps off and on as required.
6. Collects samples, sterilizes laboratory equipment and prepares chemicals for tests.
7. Fills and supernates digester, changes chlorine, tapes and markers.
8. Lubricates, services and cleans equipment, prepares daily reports.
9. Assists with repairs.
10. Performs equipment maintenance, painting, grounds maintenance and custodial duties.
11. May be required to work overtime and/or be on call; and be able to respond to emergencies within a reasonable time.
12. Performs related tasks as required.

MINIMUM QUALIFICATIONS:

- High School Diploma/GED.
- A combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities.
- Six (6) months of recent work experience in public utilities or public works operations, maintenance, and/or construction; or one (1) year recent and related experience in work involving plumbing, mechanical, and electrical installation and maintenance.
- Must secure Grade II Water or Wastewater Treatment Plant Operator certificate issued by the State of Tennessee within 12 months of appointment (dependent on location of work).
- Must secure Grade III Water or Wastewater treatment Plant Operator certificate issued by the State of Tennessee within 24 months of appointment (dependent on location of work).
- Must secure Grade IV Water or Wastewater treatment Plant Operator certificate issued by the State of Tennessee within 36 months of appointment (dependent on location of work).
- Must retain certification throughout employment.
- Must have a valid driver's license.

***Note: Plant Operator I level eligibility is attained by achieving the Class III license. Plant Operator II level eligibility is attained by achieving the Class IV license. Duties and performance requirements at the Wastewater Plant Operator II level have greater expectations and responsibilities than that of the Plant Operator I.**

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the operating characteristics and maintenance requirements of a water/wastewater treatment plant.
- General knowledge of the occupational hazards of the work and of necessary safety precautions.
- Ability to understand and follow oral and written instructions.
- Some skill in the use and care of hand tools.
- Ability to establish and maintain effective and professional working relationships with vendors, staff, and government officials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, standing, walking, grasping, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:

The worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.