



City of Phoenix

Operations & Maintenance Technician Trainee (NC)

Job Code:	50360	Job Function:	Utility Services
Salary Plan:	004	Grade:	214
FLSA:	Nonexempt	Labor Assign:	Unit 2 AFSCME 2384
Benefit Cat:	002	EEO-4:	Service Maintenance
SOC:	49-9012	Last Revision:	December 2020

The listing of duties and responsibilities shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to learn and perform with increasing independence water/wastewater treatment facilities operational control and maintenance. Incumbents train and perform a variety of tasks while assigned to an experienced technician. Incumbents must complete the required classroom and on the job training in no more than twelve months and have a satisfactory performance review to advance to the Operations & Maintenance Technician classification.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from an Operations & Maintenance Supervisor, or other supervisor.

ESSENTIAL FUNCTIONS:

- Learns and performs with increasing independence Operations & Maintenance Technician duties, rotating through various shifts and facilities
- Responds to chemical emergency alarms wearing appropriate personal protective equipment such as respirators and Self-Contained Breathing Apparatus (SCBA)
- Operates and maintains water/wastewater treatment processes and equipment to control flow, processing of water/wastewater sludge, and maintain effluent quality; brings mechanical or process deficiencies to the attention of an experienced technician or supervisor
- Starts and stops motorized equipment such as pumps, motors, air compressors, blowers, and thickeners; operates valves and gates for process control
- Observes variations in operating conditions and logs and interprets readings from meters, gauges, charts, and instruments
- Inspects, repairs, and maintains machinery and mechanical equipment in operation and detects and reports deficiencies in the operational process; checks calibration of, cleans, and assists in the repair of various flow measuring equipment
- Obtains samples and performs routine laboratory analyses (i.e., chlorine residual, turbidity, taste, fluoride, odor, pH, flocculation, solids determinations, Sludge Volume Index, F/M Ratio, Mixed Liquor Suspended Solids) to determine chemical feed and facility performance



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- Assists in unloading, transferring, storing, replacing and using various chemicals such as liquid chlorine, calcium hypochlorite, sulfuric acid, caustic carbon soda, hydrofluorosilicic acid, carbon, sulfur dioxide, sodium bisulfate, ferric chloride and polymers
- Performs primary maintenance tasks at remote facilities associated with booster stations, sewer lift stations, pressure reducing valves, metering stations, tank sites, and distribution chlorination stations
- Assists with the repair and maintenance of mechanical equipment used in or around water or wastewater treatment plants, reclamation plants, groundwater wells, pumping stations, and reservoirs
- Cleans equipment and work areas for the safety of staff
- Updates databases with information regarding the status of assigned work orders, maintains legible, accurate records of shift operations and updates the treatment process computer database
- Lockout/Tagout simple devices

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Basic arithmetic such as addition, subtraction, multiplication, division, and basic algebra
- Elementary principles of chemistry, biology, and general science
- Basic mechanical, hydraulic and laboratory principles

Ability to:

- Learn Operations & Maintenance Technician duties by understanding and following oral and written instructions in the English language; comprehending and making inferences from written materials such as operating manuals, and Material Safety Data Sheets (MSDS); and learning job-related material primarily through oral instruction, structured lectures, reading, and observation in an on-the-job setting, while rotating through various facilities, work rotating shifts, including holidays and weekends
- Learn to input and retrieve information from a computer, computerized maintenance management system (CMMS), DCS, SCADA or other system
- Operate various types of equipment used in the water and wastewater treatment process in accordance with established procedures
- Observe or monitor data, machinery, and equipment to determine compliance with prescribed operating or safety standards
- Work with and around chemicals, effluent, cleaning fluids, paints, cleaning agents, or solutions using approved protective equipment
- Follow proper procedures for filling out Vehicle Inspection Reports, Hot Work Permits, and other reports or permits as required
- Work safely without presenting a direct threat to self or others and comply with all safety and environmental regulations
- Move heavy objects such as pieces of equipment weighing 20-50 pounds or more short distances (20 feet or less), bend or stoop repeatedly or continually over time to make repairs to equipment, lift arms above shoulder level to paint or work on equipment
- Be authorized as a confined space entrant/attendant, work in small, cramped areas to repair equipment, climb ladders or steps where equipment is located, to reach objects on shelves, or to monitor machinery and equipment, travel across rough, uneven or rocky



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surfaces to access equipment that requires repair, work in a variety of weather conditions with exposure to the elements

- Obtain and maintain Self Contained Breathing Apparatus (SCBA) certification.
- Work cooperatively with other City employees in a team environment

Additional Requirements:

- Possession of an appropriate Arizona Department of Environmental Quality Grade I Certification by the end of the trainee period
- Successful completion of a wide variety of classroom and on-the-job training
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage. In addition, individuals may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (CDL). Pre-employment drug testing is required for CDL positions. Employees in CDL positions will be subject to unannounced alcohol and drug testing as a condition of continued employment

ACCEPTABLE EXPERIENCE AND TRAINING:

Requires the ability to learn, in English, the treatment, collections, and distribution practices and procedures; read, write, follow oral instructions, and perform basic math calculations

Other combinations of experience and education that meet the minimum qualifications may be substituted