



JOB TITLE: Operator in Training (OIT)

FLSA STATUS: Non-Exempt

JOB FUNCTION / PURPOSE

Operator in Training is a person eighteen (18) or older who does not hold a valid certification. The employee will be given a temporary certification until they have gained experience on the job and through certification training and have obtained a "D" level Water or Wastewater Operator Certification. who is new or has limited knowledge of water and wastewater treatment. This employee will perform the duties of a certified operator under the general supervision of an appropriately certified operator

PRIMARY RESPONSIBILITIES

- Reports or mitigates non-compliant and /or unsafe conditions
- Receives technical direction from other operators/supervisors and performs those duties once trained.
- Performs and submits work order requests, completes paperwork to track work orders.
- Ensures that all samples are collected and documented properly.
- Ensures that preventive maintenance schedules are executed
- Ensures that all SOP's are followed.
- Makes recommendations for improving SOP's and JSA's.
- Other duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS

Education/Experience. High School Diploma or GED

Licenses. Valid Drivers License (Class B CDL preferred) and maintains insurable driving record.

Technical. Basic proficiency with Microsoft Office applications and internet: Ability to work with basic office equipment & phone systems. Capable of basic reading and comprehensive skills.

Communication: Communicates clearly & professionally; Collaborates with others: Asks for constructive feedback; Promotes a culture of diversity, respect & accountability; Challenges others through productive discussion.

Problem Solving and Quality: Pays attention to detail; identifies & solves issues; Thinks "big picture" when assessing problems/opportunities; Develops innovative & creative solutions.

Managing for Results: Follows all company policies & SOP's; Delivers effective feedback; Manages your cost, quality & expedience.

Leadership & Initiative: Motivates & empowers others; Acts in accordance with company vision, mission & values; Takes accountability for own performance; willing to take on additional assignments; Seeks out opportunities for leadership and development;



PHYSICAL DEMANDS

Must be able to: frequently lift 50-60 pounds; load, unload & move large equipment/tools; access confined spaces; continuously walk and climb stairs and ladders.