



APPRENTICE OPERATOR

Job Grade: T-2

RESPONSIBILITIES

Duties include performing various manual and unskilled assignments in the Water Quality and Operations Divisions. Basic (recall) level experience in water treatment operations and maintenance has been demonstrated.

This position is in training to develop intermediate (application) level skill sets in the operation, maintenance, inspection and repair of Authority assets.

ESSENTIAL FUNCTIONS

- Render services for the purposes of providing a safe and reliable water supply for the public to the Authority customers.
- Demonstrated high level of customer service in accordance with Authority standards.
- Operate vehicles requiring a NJ Basic driver's license and tow equipment and trailers.
- Field and process control water quality analyses.
- Sample collection.
- Assist with operation, maintenance, calibration and troubleshooting of continuous water quality monitors.
- Basic laboratory chemistry and microbiology analyses.
- Use various hand tools.
- Use various power tools and equipment.
- Load, unload and lift supplies, equipment, etc.
- Operate snow removal and salting equipment to keep roads, parking lots, driveways, etc. clear and safe.
- Operate, maintain, inspect and repair Authority vehicles and equipment; such as, changing light bulbs, windshield wipers, fluid and lubrication addition, changing of tires, changing batteries and related assignments.

- Assist with the maintenance, inspection, and repair of treatment and pumping/storage equipment, tanks, pumps, processes, industrial controls, and other related treatment and pumping/storage equipment and facilities.
- The position requires demonstrated basic (recall) level proficiency in one (1) of the following functional areas. Proficiency is measured by demonstrated skills in Authority standards, preventative maintenance, troubleshooting, repairs, installation of new equipment, and the use of tools and technology applicable to the functional area.
 - Treatment and Related Systems:
 - Laboratory, Field, and/or Online Analysis
 - Treatment Processes
 - Plant, Pump Station and Letdown Station Operation and/or Maintenance
 - Electrical and/or Instrumentation and Controls
- Functions of this position include: Work assignments in the ambient atmosphere including extreme cold, hot, wet or other inclement weather conditions. Scheduled, on an as needed basis, 24/7 standby duties with an approximate 45-minute response time. Scheduled work assignments and non-scheduled emergency call-outs, on non-standard work days and/or work hours, including nights, weekends and holidays. Response to emergency call outs is a core function of this position. Compliance shall be established by quarterly evaluation of Emergency Callout Response Average.
- Participate in the Treatment System Stand-By Rotation, including training for SCADA alarm response.
- Recordkeeping and reporting.
- Related and other duties. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AUTHORITY

This position reports directly to the Water Quality Superintendent, or assigned alternate. This position requires interaction with the general public, Authority vendors, and contractors and local, county, State and Federal public agency representatives.

REPORTING

This position will be assigned to work at the Authority's Headquarters located at 19 Saddle Road, Cedar Knolls, NJ 07927 and at any other assigned areas for Authority business.

The position will be required to attend professional development training or other courses located in New Jersey or surrounding areas.

HOURS OF WORK

The basic workday is from 7:30 a.m. to 4:00 p.m., Monday through Friday. However, some evening and weekend work may be required. As such, Management may schedule mandatory overtime or alter the basic workday to accommodate the needs of the Authority.

QUALIFICATIONS

As a condition of employment, after an offer has been issued but before employment has commenced, the applicant must successfully complete an illegal substance test, background check, motor vehicle check and a physical/functional capacity exam (FCE) based on the attached job specific Functional Capacity Requirements (FCR).

These pre-employment checks are paid for by the Authority.

LICENSES AND CERTIFICATION

1. Maintenance of a New Jersey Basic Driver's License.
2. Sacramento State, online, courses, or approved alternates:
 - a. Operator Math:
 - i. 102N Math Applications in Water Treatment
 - ii. 103N Math Applications in Water Distribution
 - b. Small Water System:
 - i. 702D Safety and Introduction to Small System Management
 - ii. 702E Laboratory Procedures

EDUCATION

1. US accredited high school diploma or equivalent. Higher level degree or certification preferred in an approved field of study such as that obtained from a vocational or trade school, US military, or college or Associate or Bachelor level degrees in construction technology/management, engineering science, environmental studies, environmental science, chemistry, biology, or other approved program.

SKILLS

1. Ability to read, write and understand English so that involved and complicated instructions and technical texts can be read and understood and legible written records can be produced and maintained.

2. Ability to understand, remember and carry out oral and written directions; to work independently; to learn quickly from oral and written explanations and from demonstrations; to deal knowledgeably and courteously with co-workers, customers and the general public.
3. Experience in water treatment operation and maintenance and/or related experience obtained in wastewater and industrial applications or experience obtained by serving in the United States military.
4. Ability to utilize information technology for the purposes of performing the functions of this position, including basic knowledge of Microsoft Office.
5. Ability to work harmoniously with co-workers, supervisors, managers, and the public
6. Ability to demonstrate understanding and satisfactory compliance of Authority policies, procedures, practices, processes and essential functions.

TERM

1. This position will be evaluated on a routine basis to review progress of the individual in obtaining the various credentials within the time frames defined and to review the progress of the individual in developing relevant skill sets in the functional areas.
2. Completion of the apprenticeship will be contingent on the ability to perform the duties of the position along with achieving other qualifications for promotion. Apprenticeship terms beyond two (2) years require written approval of the Executive Director.
3. This position is not guaranteed employment as an apprentice for a specific period of time or other employment upon completion of the apprentice program.

Attachment: Functional Capacity Requirements (Revision Dated 10/16/20)

FUNCTIONAL CAPACITY REQUIREMENTS FOR FIELD EMPLOYEES - OPERATIONS WQ & LAB

VERSION DATE:	10/16/2020	APPROVED BY: C. Mercado/D. Saskowitz						
CATEGORY WORK:	Medium							
PHYSICAL TASKS	DETAILS	RARE	SELDOM	OCCASIONAL	FREQUENT	CONTINUOUS	Weight Amounts, if Applicable	COMMENTS
		up to 5 minutes of total work time	6-29 minutes daily	30 minutes to 2.5 hours per day	2.5 to 5.25 hours per day	5.25 hours or more per day		
Balance	To maintain body equilibrium on narrow or inclined surfaces.			✓				
Bending	Flexion of the upper trunk forward while standing and knees extended or knees flexed when sitting.				✓			
Carrying	To hold or rest weighted objects (<i>indicate weight</i>) directly on hands, arms, shoulders, or back while walking from one location to another.			21-50 lbs	10-20 lbs			Use of Buddy System/Team Lift if carrying more than 50 lbs.
Climbing Ladders	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.	0-10 ft.	✓					
		10-20 ft.	✓					
		20-30 ft.	✓					
Climbing Stairs	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.			✓				
Crawling	Moving body slowly in a prone position on hands and knees flexion, with arms extended and elbows bent.	✓						
Crouching	Bending downward and forward by bending the legs and spine.		✓					
Digging	To break up, turn over or remove earth, sand, etc, as with a shovel, spade, bulldozer, or claw.	✓						
Driving	The controlled operation and movement of a land vehicle, such as a car, truck or bus (<i>indicate manual or automatic</i>).				✓ automatic			
Grasping	To handle, clasp or embrace with both arms, hands fingers. To take or to seize, e.g., bag of cement.			✓				
Handle	To maneuver objects, to manipulate or reposition medium to large sized items. Has handles to be grasped by the hands in order to manage dexterously or efficiently, e.g., large bag of trash, move furniture, cases/boxes with handles.				✓			
Handling	Flex and extend fingers with opposition of thumb using palms, fingers and thumbs to grasp or manipulate objects.				✓			
Keyboarding/ Typing (motor coordination)	Ability to move the fingers rapidly and accurately during keyboarding tasks.				✓			
Kneeling	Maintaining the body in an erect posture while resting body weight on one or both knees.		✓					
Lifting/Loading	An amount or a weight raised or capable of being raised at one time.			21-50 lbs	10-20 lbs			Use of Buddy system/Team Lift if carrying more than 50 lbs.

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		up to 5 minutes of total work time	6-29 minutes daily	30 minutes to 2.5 hours per day	2.5 to 5.25 hours per day	5.25 hours or more per day		
Manipulate	To operate, manage, control, or utilize skillfully with the hands. Adroit handling, e.g., steering wheel, hand truck, pallet jack.				✓			
Manual Dexterity	To move one or more hands rapidly and skillfully to perform gross grasping, placing and turning motions. Including handwriting.				✓			
Pulling	Exertion of force to draw an object towards oneself in a particular direction or position.	✓					≤ 50 lbs.	
Pushing	Exertion of force on or against an object (<i>indicate weight/size</i>) to move it from one location to another.		✓				≤ 50 lbs.	
Reaching	Extending the hands and arms in any direction.			✓				
Reaching Above Shoulder	To extend either arm to reach from shoulder level to overhead.		✓					
Repetitive Motions	Substantial movements (motions) of the wrists, hands, and/or fingers.				✓			
Shoveling	To move or remove with a shovel gravel, sand, and/or snow.			✓				
Sitting	Resting of the body weight in a seated position while engaging in a single activity.				✓			
Squatting	Maintaining the body in an erect position with full flexion of the knees.			✓				
Standing	Maintaining the entire body in an erect posture without change in location.				✓			
Stooping	Flexion of the upper body forward at the waist with partial flexion of the knee.			✓				
Trunk Twisting	Rotation of the trunk to the right or left from a neutral position while sitting or standing.				✓			
Neck Twisting	Rotation of the neck to the right or left from a neutral position while sitting or standing.				✓			
Vibrations - High Impact								None
Vibrations - Low Impact								None
Walking	Moving the entire body from one location to another using a heel to toe gait.				✓			
Confined Space: Work in a pit, trench, ditch, excavation			✓					

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		up to 5 minutes of total work time	6-29 minutes daily	30 minutes to 2.5 hours per day	2.5 to 5.25 hours per day	5.25 hours or more per day		
Wear a half/full face respirator								None
Work in extreme cold weather conditions					✓			Seasonal
Work in extreme hot weather conditions					✓			Seasonal