



## Title: Water Plant Apprentice

FLSA Status: Non-Exempt

### BRIEF DESCRIPTION:

The purpose of this position is to provide and distribute quality drinking water for the citizens. This is accomplished by adding controlled dosages of specific chemicals to properly disinfect the water. Other duties include performing regular lab tests; monitoring chemical levels; making chemical adjustments; and maintaining the appearance and cleanliness of the plant.

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary   | (L) Light   | (M) Medium  | (H) Heavy   | (V) Very Heavy   |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions  | % of Time |
|---|------|--|-----------|
| 1 | M    | Performs lab test to ensure quality drinking water by operating specialized lab equipment; checking and verifying compound levels throughout the disinfection process; recording test results; reporting results to officials for record keeping; and monitoring processes throughout the plant. | 80%       |
| 2 | M    | Maintains the facility and the surrounding area by regularly inspecting the cleanliness of the plant; completing housekeeping functions to ensure a clean environment; and cutting the grass around the facility.  | 20%       |



**JOB REQUIREMENTS:**

| -Description of Minimum Job Requirements- |   |
|---|---|
| Formal Education                          | Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.   |
| Experience                                | No experience required.   |
| Supervision                               | Job has no responsibility for the direction or supervision of others.   |
| Human Collaboration Skills                | Work requires regular interaction involving exchange and receipt of information.  |
| Freedom to Act                            | <b>Receives Immediate Direction:</b> The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.                       |
| Technical Skills                          | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.   |
| Fiscal Responsibility                     | This job title has no budgetary/fiscal responsibility   |
| Reading                                   | Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.   |
| Math                                      | Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.                           |
| Writing                                   | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements        | Valid Drivers' license. Must obtain Class 1 & Class 2 licenses in Water Treatment and Production. Licenses must be obtained within one year of employment for class one and two years of employment for class 2.  |



**OVERALL PHYSICAL STRENGTH DEMANDS:**

| -Physical strength for this position is indicated below with "X"-                               |  |   |   |  |
|---|--|---|---|--|
| Sedentary   | Light  | Medium  | X<br>Heavy  | Very Heavy   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

| C<br>Continuously<br><small>2/3 or more of the time.</small> | F<br>Frequently<br><small>From 1/3 to 2/3 of the time.</small> | O<br>Occasionally<br><small>Up to 1/3 of the time.</small> | R<br>Rarely<br><small>Less than 1 hour per week.</small> | N<br>Never<br><small>Never occurs.</small> |
|--|--|--|--|--|
|--|--|--|--|--|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand-                  | -Frequency- | -Brief Description-   |
|------------------------------------|-------------|---|
| Standing                           | F           | communicating with co-workers, observing work duties, observing work site         |
| Sitting                            | O           | desk work, driving  |
| Walking                            | C           | around work site  |
| Lifting                            | O           | equipment, supplies   |
| Carrying                           | O           | equipment, supplies   |
| Pushing/Pulling                    | O           | equipment, file drawers, hose, tables and chairs                                  |
| Reaching                           | O           | for supplies  |
| Handling                           | F           | paperwork   |
| Fine Dexterity                     | O           | calculator, calibrating equipment   |
| Kneeling                           | O           | retrieving items from lower shelves/ground  |
| Crouching                          | O           | retrieving items from lower shelves/ground  |
| Crawling                           | R           | under equipment   |
| Bending                            | O           | retrieving items from lower shelves/ground  |
| Twisting                           | R           | from computer to telephone, getting inside vehicle                                |
| Climbing                           | F           | ladders, onto equipment, stairs   |
| Balancing                          | O           | making repairs, retrieving items from lower shelves/ground                        |
| Vision                             | C           | computer screen, observing work site, reading                                     |
| Hearing                            | F           | communicating with co-workers and public and on telephone, listening to equipment |
| Talking                            | O           | communicating with co-workers and public and on telephone                         |
| Foot Controls                      | R           | on equipment, on ladders  |
| Other<br>(specified if applicable) |             |   |



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Lab equipment, computer, and printer.

**ENVIRONMENTAL FACTORS:**

|                          |                        |                          |                    |                   |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| <b>C</b><br>Continuously | <b>F</b><br>Frequently | <b>O</b><br>Occasionally | <b>R</b><br>Rarely | <b>N</b><br>Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

|                   |  |   |                        |                   |
|-------------------|--|---|------------------------|-------------------|
| <b>D</b><br>Daily | <b>W</b><br>Several<br>Times Per<br>Week | <b>M</b><br>Several<br>Times Per<br>Month | <b>S</b><br>Seasonally | <b>N</b><br>Never |
|-------------------|--|---|------------------------|-------------------|

| <b>-Health and Safety Factors-</b> |   |
|------------------------------------|---|
| Mechanical Hazards                 | F |
| Chemical Hazards                   | C |
| Electrical Hazards                 | O |
| Fire Hazards                       | R |
| Explosives                         | R |
| Communicable Diseases              | N |
| Physical Danger or Abuse           | R |
| Other (see 1 below)                | N |

| <b>-Environmental Factors-</b> |   |
|--------------------------------|---|
| Respiratory Hazards            | D |
| Extreme Temperatures           | S |
| Noise and Vibration            | D |
| Wetness/Humidity               | D |
| Physical Hazards               | D |

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety glasses, respirator, and gloves.

**NON-PHYSICAL DEMANDS:**

|   |   |   |                                   |
|---|---|---|-----------------------------------|
| <b>F</b><br>Frequently<br>From 1/3 to 2/3 of the time | <b>O</b><br>Occasionally<br>Up to 1/3 of the time | <b>R</b><br>Rarely<br>Less than 1 hour per week | <b>N</b><br>Never<br>Never occurs |
|---|---|---|-----------------------------------|

| <b>-Description of Non-Physical Demands-</b>  | <b>-Frequency-</b> |
|---|--------------------|
| Time Pressure                                 | O                  |
| Emergency Situation                           | R                  |
| Frequent Change of Tasks                      | R                  |
| Irregular Work Schedule/Overtime              | O                  |
| Performing Multiple Tasks Simultaneously      | F                  |
| Working Closely with Others as Part of a Team | F                  |
| Tedious or Exacting Work                      | O                  |
| Noisy/Distracting Environment                 | O                  |
| Other (see 2 below)                           | N                  |

(2) Shop, office environment, outdoors, and lab.

**PRIMARY WORK LOCATION:**

|                                |  |                     |   |
|--------------------------------|--|---------------------|---|
| Office Environment             |  | Vehicle             |   |
| Warehouse                      |  | Outdoors            |   |
| Shop                           |  | Other (see 3 below) | X |
| Recreation/Neighborhood Center |  |                     |   |

(3)N/A



---

**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

|                                       |                                       |               |
|---------------------------------------|---------------------------------------|---------------|
|                                       | _____<br>Signature of Employee        | _____<br>Date |
| _____<br>Job Title of Supervisor      | _____<br>Signature of Supervisor      | _____<br>Date |
| _____<br>Job Title of Department Head | _____<br>Signature of Department Head | _____<br>Date |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

Revised 3/13/2012