



CITY OF BROOKSVILLE JOB DESCRIPTION

POSITION TITLE: Water and Wastewater Operator Trainee
DEPARTMENT: Public Works
DIVISION: Utilities/Water Plant
SUPERVISED BY: Plant Operator or Manager

JOB SUMMARY/OVERVIEW OF THE POSITION:

This is a technical trainee position responsible for learning and assisting in the operation, maintenance, repair, and regulatory compliance of the City's drinking-water and wastewater treatment facilities. The role involves mechanical, chemical, and biological processes necessary for safe and efficient plant operations. Work includes performing preventive maintenance, conducting laboratory tests, handling chemicals, completing required reports, and ensuring compliance with Florida Department of Environmental Protection (FDEP) standards. The position requires the ability to work independently and as part of a team, maintain safe work practices, and respond to emergencies, including nights, weekends, and holidays. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Operate, monitor, and maintain water and wastewater treatment plants and pumping facilities in compliance with regulatory requirements.
- Record instrument readings, collect laboratory samples, and schedule analyses as required.
- Inspect, lubricate, adjust, and repair pumps, mixers, aerators, chemical feed systems, and other electromechanical equipment.
- Perform and document preventive maintenance activities.
- Prepare, certify, and submit required regulatory reports.
- Safely distribute and replenish treatment process chemicals.
- Conduct routine laboratory tests under supervision.
- Respond courteously to public inquiries and service requests.
- On-Call Duty: Employees designated as on-call must adhere to the established City On-Call Policy and their department's Standard Operating Procedures (SOPs) regarding on-call procedures, expectations, and response requirements.
- Follow established safety practices and maintain a clean and safe work environment.
 - Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FDEP regulations and compliance requirements for water and wastewater facilities.
- Knowledge of hazardous chemical handling, storage, and transportation practices.
- Basic knowledge of mechanical, electrical, and hydraulic systems common to treatment plant operations.
- Knowledge of chemical and biological processes in water and wastewater treatment.
- Skill in using hand tools, power tools, light vehicles, tractors, and dump trucks.
- Ability to work in confined spaces, at heights, and in all weather conditions.
- Ability to climb ladders and stairs, lift heavy objects, and distinguish colors used in process indicators.
- Ability to communicate clearly, both orally and in writing, in English.
- Ability to read, understand, and follow written and oral instructions, technical manuals, and safety

procedures.

- Ability to establish and maintain effective working relationships with supervisors, coworkers, and the public.
- Ability to perform mathematical calculations required for laboratory testing and chemical dosing.
- Ability to work independently, exercise sound judgment, and complete assignments accurately and on time.
- Ability to maintain good attendance, work flexible schedules, and respond to emergency call-outs.
- **Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.
- **Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, water hazards, disease, or pathogenic substances.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or equivalent required.
- Completion of specialized water and wastewater training programs preferred.
- One (1) to two (2) years of experience in water and wastewater plant operations preferred.
- Must be able to obtain Florida Water and Wastewater Operator licenses in compliance with FDEP requirements within the required within 18 months of hire.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE