



Operator in Training Job Description

Department: Wastewater Treatment
Pay Scale: \$21.00 to \$22.10 (hourly)
Exempt: No
Reports To: Wastewater Treatment Manager
Date Prepared: 08/2023
Date Revised: 05/2025
Safety-Sensitive: Yes

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB SUMMARY: Performs routine manual labor in assisting in the operations and maintenance of the wastewater treatment facility.

ESSENTIAL JOB FUNCTIONS:

1. Make routine checks of plant operations and equipment to detect malfunctions.
2. Assist operators in all duties in maintenance of buildings, grounds, equipment and vehicles.
3. Assist with daily inspection of vehicles.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Hauls liquid solids using tank truck.
2. Operates dump truck, pickup, mowers, and jet rodder as necessary in plant operation.
3. May be required to work weekends, evenings, and overtime.

SUPERVISORY RESPONSIBILITIES: None

Budget Responsibility: \$ N/A Annual dollars
Facilities and Equipment Responsibility: \$ Less than 5,000 Total value

EDUCATION

High school diploma or GED and seven (7) to eleven (11) months of related experience.

MINIMUM QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of materials, supplies, and equipment related to wastewater treatment operations.

Ability to obtain a Class I Wastewater Operator license within one year.

Ability to communicate effectively, both orally and in writing.

Ability to follow instructions and complete tasks as assigned by Department Manager and/or Lead position.

Ability to obtain Class B or better CDL (Commercial Drivers License) within one year.

ADDITIONAL REQUIREMENTS:

Valid Arkansas driver's license.

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Yes	No
Lifting (lbs.)	50	
Carrying (lbs.)	50	
Stooping/Bending	X	
Kneeling/Squatting	X	
Walking	X	
Standing	X	
Sitting	X	
Climbing, Balancing (working with a ladder)	X	
Use of hands to finger, handle, or feel	X	
Physical Coordination (simultaneous use of hands, arms, feet and legs)	X	
Eye-Hand Coordination	X	
Close Vision (Clear at 20 inches or less)	X	
Distant Visions (Clear at 20 feet or more)	X	
Color Vision	X	
Depth Perception	X	
Hearing	X	

WORK ENVIRONMENT:

The environmental conditions marked below are common for this job.

	Yes	No
Outdoor weather conditions	X	
Wet, Humid conditions (non-weather)	X	
Work near moving mechanical parts	X	
Work in high, precarious places	X	
Fumes or dust	X	
Toxic or caustic chemicals	X	
Extreme Heat (non-weather over 90° F)	X	
Low noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	X	
Loud noise (e.g., jackhammer, heavy motorized equipment)	X	

SAFETY SENSITIVE POSITION: This position has been deemed a Safety Sensitive position and any person performing duties in this position while under the influence of marijuana or any other substance (legal or illegal) that could impair the employee may constitute a threat to health and safety. Benton Utilities maintains a zero-tolerance for the use of any substance that may impair a Safety Sensitive individual. Consequences of a violation can be found in the Benton Utilities Employee Manual.

EMPLOYEE ACKNOWLEDGMENT:

I hereby acknowledge receipt of the Job Description for my position. I have reviewed the Essential Job Functions and Duties with my supervisor and can perform the duties of the job with or without reasonable accommodations.

Employee Name (Print)

Employee Signature

Date

Manger/Supervisor Signature

Date

Human Resources Signature

Date