

**JOB DESCRIPTION**  
**CITY OF PELL CITY, ALABAMA**  
**UTILITY DEPARTMENT - WASTEWATER**

**OPERATOR INTERN**

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**JOB DEFINITION**

Intern learns the operations of a conventional wastewater treatment plant. Intern works only when an experienced Operator is present. The Intern assists in various tasks, which include cleaning and maintaining facilities; monitoring controls, gauges, valves, meters; and assisting in the laboratory. Incumbent works under the supervision of the Wastewater Chief Operator.

**ESSENTIAL FUNCTIONS**

- Assist in the operations of the wastewater treatment plant on an assigned shift.
- Assist in performing quality control and process control functions.
- Ensure adherence to safe working practices and procedures.
- Assist in performing precise laboratory tests and record the results.
- Assist in compiling, maintaining, and updating plant operations logs and reports.
- Assist in performing and recording mathematical calculations related to plant operations.
- Check and maintain all equipment.
- Perform routine plant cleaning and maintenance.
- Paint buildings and equipment.
- Assist in calibrating chemical feed equipment and laboratory equipment.
- Answer emergency calls.
- Operate mowers and power equipment.
- Perform other job related duties and special projects as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Some knowledge of state of the art wastewater treatment methods and procedures.
- Some knowledge of the required legal standards and reports.
- Some knowledge of chemical ratios and operation of related equipment
- Ability to express thoughts clearly and effectively, both verbally and in writing.
- Ability to keep organized legible records.
- Ability to read well and grasp the meaning of written communications.
- Ability to understand physical and biological processes.
- Ability to understand general chemistry.
- Ability to use basic arithmetic and geometry.

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**QUALIFICATIONS**

- Be a graduate from an accredited high school, or hold a certificate of high school equivalency (GED).
- Must possess a valid Alabama driver's license.
- Must possess computer skills necessary to perform the essential functions of the position.
- Must be willing to travel overnight to attend continuing education courses and workshops.
- Must be physically able to perform the essential functions of the position.
- Must be willing to work non-standard hours as required.