



# SAN ELIJO

JOINT POWERS  
AUTHORITY

*Invites your interest for the position of*

## **Wastewater Treatment Operator Intern**

*Hourly Rate: \$18.00 per hour*



## THE OPPORTUNITY

The Wastewater Treatment Operator Intern is a training position in the operation and treatment of wastewater. Under direct supervision of a certified operator, performs a variety of duties involved in the operation of a wastewater treatment and recycled water system, and, pump station equipment and facilities. Interns will have the opportunity to receive hands-on training and shadow with staff from the Operations Department based on level of prior experience, education, and certification. Work performed is under direct supervision of an Operator with a Grade II or higher.

### *Job Functions*

- ◆ Assist in conducting inspections of wastewater treatment/ recycled water and pump station equipment according to established procedures and schedules.
- ◆ Read, record, and calculate readings of meters and gauges.
- ◆ Assist with the inspection of pumps, motors, generators, and other equipment for proper operation.
- ◆ Assist with scheduled preventive maintenance and cleaning of dry/wet wells, tanks, pumps, valves, and other equipment.
- ◆ Monitor the addition of chemicals to wastewater/recycled water treatment processes.
- ◆ Assist in the removal of blockages; replace worn parts; remove parts to be machined by outside vendors; reassemble equipment.
- ◆ Paint equipment and buildings; sweep and wash floors, walls and paved areas; kill and remove weeds; trim plants; pick up debris; water and maintain landscaped areas.
- ◆ Notify appropriate staff of electrical and instrumentation malfunctions; assist in requested repairs to motors and equipment.
- ◆ Assist in the collection of process control samples.
- ◆ Maintain records and logs; perform data entry, as necessary.
- ◆ Observe safety precautions regarding wastewater treatment system operations.
- ◆ Operate a variety of tools, and equipment used in the operation of the wastewater treatment/recycled water system.

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## Requirements and other Qualifications

- ◆ Basic materials, methods, and practices used in the operation of wastewater treatment facilities and equipment.
- ◆ Basic principles of record keeping.
- ◆ Basic mathematical principles.
- ◆ Safe driving principles and practices.
- ◆ Ability to learn to operate a wide variety of equipment and tools used in wastewater/recycled water treatment system and pump station operation in a safe and effective manner.
- ◆ Operate a motor vehicle safely.
- ◆ Perform manual labor for extended periods of time in all types of weather.
- ◆ Understand and follow oral and written instructions.
- ◆ Prepare and maintain accurate and complete records.
- ◆ Perform accurate mathematical calculations.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- ◆ Must provide proof of COVID-19 vaccination and comply with SEJPA COVID-19 policies and procedures, all of which may be amended from time to time.
- ◆ Expectation that work shift may include hours outside of normally scheduled days/hours.

## Education and Experience

High School Diploma or GED required. Enrollment in college or university studies with major course work in Chemistry, Biology, Engineering, Environmental Sciences, Wastewater/Water Treatment Technology, or closely related field. Any combination of experience and training that provides the required knowledge, skills, and abilities will be considered.

### APPLICATION PROCESS

To apply for this opportunity, please visit [www.sejpa.org](http://www.sejpa.org) to download and complete an application. Please send a cover letter, resumé, and signed application by email to Abigail Schlenk at [schlenka@sejpa.org](mailto:schlenka@sejpa.org). Questions regarding this opportunity, can also be sent by email to Abigail Schlenk. Applications will be accepted until the position is filled.

