



MAY 2013
FLSA: NON-EXEMPT

VOCATIONAL INTERN

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of incumbents in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific incumbent.

DEFINITION

Under close supervision, performs various wastewater treatment plant duties, which may include operations, collections, electrical, mechanical and/or instrumentation tasks, to expose the incumbent to trade occupations.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from assigned supervisory and/or managerial staff; assigned non-supervisory/management staff may also provide leadership; exercises no supervision over staff.

CLASS CHARACTERISTICS

Incumbents are assigned to various divisions within the Operations and Maintenance and Facilities Support Services departments and assist with activities and tasks to obtain work experience in the trades. Assignments vary in scope of activity and duties performed depending upon the assigned division.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address organizational needs, changing business practices, and alignment with the incumbent's learning.

- Performs duties relating to the maintenance, repair, service, and troubleshooting of vehicles and heavy equipment.
- Perform duties relating to the maintenance, repair, and installation of electrical equipment including lighting systems, sump pumps, controls, motors, transformers, generators, batteries, cranes, variable frequency drives, air conditioners, and switch gears.
- Perform duties relating to the maintenance, calibration, and repair of process control instrumentation and related equipment.
- Perform machinist-related duties such as fabricating, designing, building, rebuilding, and repairing treatment plant equipment, tools and safety devices.
- Perform duties in support of collections, electrical, instrumentation, and/or mechanical maintenance; operate and maintain a variety of tools and equipment; and perform preventive and corrective maintenance duties in assigned area.

- Perform duties relating to the maintenance, repair, service, and troubleshooting of equipment and machinery in wastewater treatment plants, pumping stations, and related facilities.
- Perform collection facilities duties relating to the cleaning of sewer lines, manholes and wet wells.
- Perform duties relating to the preventive and corrective maintenance of assigned equipment, vehicles, and machinery and may operate and maintain a variety of hand and power tools and equipment.
- Perform duties relating to operating, monitoring and maintaining plant equipment including engines, motors, boilers, compressors and pumps to control unit processes.
- Perform duties relating to monitoring and controlling wastewater flow; collect samples for laboratory testing; and conduct adjustments and repairs to plant equipment and minor maintenance such as flushing sludge lines to digesters, adding oil, and cleaning drains.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- English usage, spelling, vocabulary, grammar, and punctuation.
- Intermediate mathematical principles.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Collect a variety of wastewater samples and conduct appropriate tests in accordance with state and federal regulations and requirements.
- Perform a variety of maintenance and repair work in the area of work assigned.
- Use and operate a variety of maintenance and repair equipment in a safe and effective manner.
- Perform heavy manual labor.
- Adhere to safe work practices and procedures.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic calculations.
- Compile data, maintain records and files, and participate in the preparation of clear and concise reports.
- Follow policies, procedures and instruction.
- Make sound decisions within established policy and procedural guidelines.
- Understand and follow oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. High school diploma or equivalent.
2. No experience is required.

Licenses and Certifications:

- Possession of a valid California class C driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in the plant; strength, stamina and mobility to perform medium to heavy physical work, to work around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing a minimum of 40 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.