

Code: 2746

Title: REGIONAL WASTEWATER TECHNICAL TRAINER

SUMMARY: Performs a broad range of professional and technical training with special emphasis on compliance with laws and regulations affecting the Regional Wastewater Reclamation Department (RWRD).

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Develops and conducts mandatory technical training with special emphasis on regulatory compliance; Identifies and prioritizes training needs, programs or strategies in response to departmental requirements;

Develops questionnaires or surveys to determine training requirements, effectiveness of training provided and cost-effective means to deliver required training;

Provides or coordinates provision of initial, recurring and special needs training of employees in technical and related topics;

Assesses effectiveness of training provided and modifies curriculum and/or materials to enhance effectiveness and value;

Selects or determines learning resources, training programs, delivery methods and techniques to meet identified needs of individuals and groups;

Develops specialized management training programs;

Assists management in the investigation and evaluation of wastewater/facility processes and in developing standard operating manuals for RWRD facilities;

Manages the activities and processes of the RWRD summer youth program;

Prepares RWRD employees for state/internal certification tests in wastewater treatment, collections and maintenance;

Provides training classes in wastewater treatment, applied mathematics, laboratory processes, ethics and regulations, maintenance and collections;

Coordinates, with centralized Pima County Finance & Risk Management, the provisioning of OSHA-related safety classes to new and current employees;

Develops, plans, conducts or coordinates new employee orientation and provides tours of the assigned department's facilities;

Serves as Subject Matter Expert and Third Party Evaluator on the department's multi-skill assessment team;

Researches, prepares and submits routine, recurring and special reports and materials to departmental and outside agency management;

Provides Professional Development Hours (PDH) for certification renewal;

May act as a lead to other staff in technical, safety and related topics.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and techniques of operation and maintenance of wastewater treatment/conveyance systems and industrial wastewater control;
- rules, regulations, technical standards and licensing, permitting and accreditation requirements for the operation and maintenance of wastewater treatment systems/facilities;
- rules, regulations and industry standards for occupational/industrial safety programs, e.g., OSHA, EPA, departmental policies and procedures and risk management requirements;

- laboratory compliance and process control procedures for wastewater treatment operations;
- principles and techniques of adult learning, instruction and teaching, to include employee training and development methods, techniques and practices;
- County and local resources for training and development materials, programs and assistance;
- principles and practices of public speaking;
- principles and practices of employee supervision, training and evaluation;
- application of computer-based resources to document activities and the preparation of reports and correspondence and maintenance of computer-based files and databases.

Skill in:

- assessing technical, safety and other training needs of departmental employees and developing training programs, materials and evaluation or coordinating the provision of training by other sources;
- interpreting and applying operations/maintenance/regulatory materials, plans, schematics and technical materials;
- evaluating wastewater treatment system/facility operations and maintenance activities for compliance with regulatory requirements from federal, state and local laws, rules, regulations and technical standards;
- interpreting system/facility permits and certifications and associated legislative and regulatory materials to assess needed changes in procedures, training and documentation of system/facility;
- researching and recommending changes in system/facility operations and maintenance to enhance safety, efficiency and compliance with federal, state, county and departmental requirements;
- developing training curricula and associated training aids, handouts, exercises and assessment tools;
- conducting formal and informal training in a variety of settings, e.g., one-on-one training, classroom, field and work-unit situations, to include skills and progress assessments;
- researching preparing and submitting routine, recurring and special reports and materials to departmental and outside agency management;
- using computer-based resources for documentation of activities, preparation of reports and correspondence and creation/delivery of training;
- communicating effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Six years of experience in the operation or maintenance of a secondary wastewater treatment/conveyance system plus one year of experience performing lead or supervisory functions. (Lead/supervisory experience may be concurrent with the general experience requirement.) Education from an accredited university, college or trade school may be substituted for the general experience.

OR:

(2) One year of experience with Pima County as a Wastewater Treatment Plant Operator-Principal, Utility Maintenance Worker III, Wastewater Treatment Plant Mechanic-Lead, Wastewater Heavy Duty Maintenance Mechanic or Wastewater Operations & Maintenance Technician (level III).

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require either valid Arizona Department of Environmental Quality (ADEQ) Grade 4 Wastewater Treatment Plant Operator certification, or ADEQ Grade 4 Wastewater Collection Systems Operator certification or Pima County Grade 4 Regional Wastewater Maintenance Mechanic certification at the time of appointment. Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of

initial/promotional probation. Some positions may also require a valid Arizona Commercial Drivers License (CDL) with appropriate endorsements, as identified by the appointing authority. Failure to obtain/maintain required licensure/certification shall be grounds for termination.

Special Notice Items: All positions require the ability to lift up to seventy-five pounds for brief periods. Some positions require the ability to enter and work in confined spaces, which may require the proper wearing of individual safety and protective equipment. Some positions may carry the risk of exposure to infectious diseases, blood-borne pathogens, asbestos or wastewater products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety.

Physical/Sensory Requirements: Any additional physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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