OPERATOR TRAINEE
Bargaining Unit Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DESCRIPTION:
Under close supervision of the Senior Operator, learns to perform greater skills in the operation and control of Yuba Water Agency’s hydroelectric powerhouses and other duties associated with the operation, maintenance and repair of water supply, flood control, hydroelectric and recreational facilities and their various related components of the Yuba Water Agency’s facilities.

DISTINGUISHING CHARACTERISTICS:
The Operator Trainee classification represents a trainee level for the Operator. Employees in this class work under immediate supervision while learning job tasks. Employees in this class typically have little or no directly related work experience. Employment as an Operator Trainee requires that the candidate be qualified to stand shift after two years. In addition, the trainee will be evaluated periodically throughout the training program and must pass all evaluations and complete all assigned training within a three-year period. Inability to maintain satisfactory progress in any aspect of the trainee program is sufficient cause for separation from employment.

EXAMPLES OF ESSENTIAL DUTIES:
This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills to perform other duties as assigned.

- Performs work on and around the operating power plant generation and transmission equipment.
- Learns AC/DC theory, print reading skills, mechanical fundamentals, power generation and protection systems.
- Will learn to perform switching in accordance with agency policies and procedures, and good utility practice.
- Will learn how to regulate the generation and water requirements as directed by the agency or the agency’s power purchasing partner, and how to regulate irrigation, fish and flood water releases in compliance with various regulatory requirements.
- Assist with performing routine tests on automatic equipment and learn how to record pertinent information of generation and water operations.
- Learn how to take dam deflection and seepage readings and the importance of those readings.
- Learn how the radio communication works and be expected to receive dispatch calls by telephone or radio.
- Learn three-part communication and regulatory requirements for its use.
- Make regular inspections of the generators and auxiliary equipment on all Yuba Water Agency facilities.
- Will learn how Supervisory control and data acquisition (SCADA) works.
- Will learn how to make routine checks of water diversion bypass and storage facilities.
- Learn and understand all regulatory compliance issues.
- Learn how to operate manual and power actuated valves and gates.
- Learn how to read and understand in-stream flow to meet flow requirements and make emergency inspections and flood control adjustments.
- Complies with all agency safety policies and procedures and California Occupational Safety and Health Administration (Cal/OSHA) rules and regulations.
- Builds and maintains positive working relationships with co-workers, other agency employees and the public using principles of good customer service.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs related duties as required.
KNOWLEDGE OF:

- Specific functions, terminology and concepts related to the functional area to which assigned.
- Applicable laws, codes, and regulations.
- Business arithmetic.
- Record keeping principles and practices.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; principles and practices of business correspondence and technical report preparation.
- Principles and processes for providing internal and external customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Updating project and online schedules.
- Prioritizing work to ensure milestone and due date commitments are accomplished.
- Problem resolution and decision making, showing initiative and good judgment in resolving issues.
- Office procedures, methods and equipment including computers and supporting word processing, and spreadsheet applications.

SKILLED IN:

- Maintaining sensitive and confidential information in the course of supporting agency business.
- Time management, highly organized, detailed and self-motivated.
- Maintaining accurate records and files.
- Drafting professional correspondence and letters, independently or from brief instructions.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Resolving problems and situations in the workplace.
- Handling multiple projects simultaneously and prioritizing work effectively.

ABILITY TO:

- Work as a team member within the Yuba Water Agency.
- Work calmly under high pressure and demanding conditions.
- Multitask and prioritize based on agency’s needs to meet and exceed critical project deadlines and requirements.
- Identify deficiencies and suggest and implement improvements.
- Prepare clear and concise administrative reports when required.
- Follow department policies and procedures.
- Coordinate activities with internal and external departments.
- Identify problems, alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and written.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use tact, discretion, and prudence in dealing with those contacted in the course of the work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*
Environment: Work is performed in both inside and field settings, with some travel from site to site, with all types of weather and temperature conditions; exposure to noise, dirt, dust, traffic, electrical energy, and high voltage; may work irregular hours; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; frequent opportunity and requirements to interact with the general public and property owners, contractors, suppliers and state, federal, county and other public agencies.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight, up to but not limited to 50 pounds, in accordance with safe working practices; if lifting more than 50 pounds use two or more people to lift load; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles, and to verbally communicate to exchange information. Must be able to climb ladders, climb multiple flights of stairs; have dexterity to climb in and out of, and ability to work in close quarters. Requires the use of safety hats, belts, harnesses, face guards, safety glasses and goggles, safety shoes, protective clothing including Arc Flash/FR clothing, ear protection, and other safety equipment, where necessary.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

MINIMUM QUALIFICATIONS:
The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, the agency reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in the selection process.

Education/Training:
Graduation from high school or equivalent. Sufficient education and training to demonstrate aptitude to possess and/or learn the knowledge and abilities listed above. Must possess basic math skills, and completion of Algebra is preferred.

Experience:
Experience in the field of power generation is preferred.

License or Certificate:
Possession of, and ability to maintain, an appropriate, valid California C Driver License.

SPECIAL REQUIREMENTS:
This position is subject to call out at any time and must reside close enough to travel to the Colgate Powerhouse within one hour.

POST OFFER/PRE-EMPLOYMENT PHYSICAL:
Employment is subject to passing a physical examination, including a drug test, and a pre-employment background check.

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