

**WATER TREATMENT PLANT  
OPERATOR IN TRAINING PROGRAM**

The goal is to recruit, train and retain qualified Water Treatment Plant operators.

The program will be a training program and open to all individuals (both existing employees and non-employees).

- A. The minimum qualifications to enter the program are:
  - 1. Successful completion of an Advanced Water Treatment course approved by the Department of Environmental Protection, eighteen (18) months experience and a high school diploma or GED; or
  - 2. Possession of a T-1 Water Treatment license issued by the State of New Jersey; or
  - 3. A bachelor's degree in any of the following fields:
    - a. Environmental Science
    - b. Biology
    - c. Chemistry
    - d. A science field approved by the MUA
    - e. Any engineering field
- B. The ACMUA requires all applicants to pass a background check and a pre-employment physical.
- C. Compensation:
  - 1. Existing employees shall receive either an acting or temporary appointment, as allowed by the New Jersey Department of Civil Service, to the Grade 5 position of Water Treatment Plant Operator. Their salary shall be governed by the existing Collective Bargaining Agreement between the Atlantic City MUA and Local 2646 AFSCME.
  - 2. Non-employees shall be hired as seasonal employees at the minimum starting salary for a Grade 5 Water Treatment Plant Operator as specified by the existing Collective Bargaining Agreement between the Atlantic City MUA and Local 2646 AFSCME and shall be paid in accordance with that Agreement (the starting salary for 2009 is \$35,210).
  - 3. Seasonal employees receive no benefits.
  - 4. Seasonal employees may schedule and take unpaid sick and/or vacation leave at the maximum rate of 12 days per year each. Vacation leave shall be scheduled in whole weeks first and may not be taken until the employee has been in the program for 6 months. All vacation must have prior approval from an Assistant Manager. All sick leave after 3 days during the calendar year shall require a doctor's note to remain in the program. Anyone exceeding these allowances shall be dropped from the program.
  - 5. Seasonal employment usually lasts between 3 to 6 months but may continue for the entire 2 year period. The Civil Service Commission is currently working on a program for Operator Apprentices. When this program is available, the MUA will convert seasonal Operator trainees, with at least 90 days of service, to Operator Apprentices (or the properly designated Civil Service Title). Seniority, the right to benefits and paid leave will commence on the date of conversion.
- D. Any participant, who has not completed an Advanced Water Treatment course approved by the Department of Environmental Protection, shall be required to enroll in the course at the earliest opportunity.

1. Existing employees will have the course paid for by the MUA provided that they agree to repay the MUA if they do not successfully complete the course in a timely manner.
  2. Seasonal employees must pay for the course up front and will be reimbursed after successful completion of the course.
  3. Failure to enroll at the earliest opportunity shall result in removal from the program.
  4. Failure to complete the course in a timely manner shall result in removal from the program.
- E. All participants in the program shall be required to attend one (1) one hour training program per week. Participants shall be exempt from this requirement, if and only if, they are taking the advanced Water Treatment Course on the same day as the MUA training.
- a. One of the training sessions per month shall consist of an exam. Participants are required to maintain a minimum average grade of 70% on the exams, each quarter, in order to continue in the program. The grades will be reviewed January 1, April 1, July 1 and October 1.
  - b. Participants who are unable to take the test due to conflicts with the Advanced Water Treatment Course or illness shall arrange to take the test at a time when they are not scheduled to work. Participants that do not make up the exam within 3 weeks of the original test date shall be dropped from the program.
  - c. Except for sick leave, no leave shall be approved on the date of the monthly exam.
- F. All participants will be scheduled to work all 3 shifts during the program. The rotation shall be every 2 months. The participants may be assigned to regularly work any of the shifts. The shifts are 8 am to 4 pm; 4 pm to midnight; and midnight to 8 am.
- G. The MUA reserves the right to drop any participant from the program for disciplinary reasons.
- H. A participant that has a permanent Civil Service position with the MUA, prior to entering the apprentice program that is dropped from the program, for non-disciplinary reasons, shall be returned to their permanent Civil Service position.
- I. A participant that did not have a permanent Civil Service position with the MUA, prior to entering the apprentice program that is dropped from the program, for any reason, shall have their employment with the MUA terminated.
- J. A participant that has a permanent Civil Service position with the MUA, prior to entering the apprentice program that is dropped from the program for disciplinary reasons shall be subject to the disciplinary provisions of their respective collective bargaining agreement between their union and the MUA, and the NJ Administrative Code – Title 4A Civil Service Commission.
- K. The maximum time in the program shall be two (2) years.
- a. Successful completion of the program shall be passing the T-2 NJ State licensing exam.
  - b. All participants receiving a NJ T-2 license, within that time period, shall receive a provisional appointment to a Grade 8- Senior Water Treatment Plant Operator position and shall be compensated as required by the Collective Bargaining Agreement between the MUA and AFSCME Council 71, Local 3974A.
    - i. The MUA reserves the right to deny an appointment to any participant for disciplinary reasons.
    - ii. The participant shall then be required to satisfy the requirements of the New Jersey Civil Service Commission for permanent appointment.
    - iii. The participant will be assigned a shift in accordance with the seniority rules of the collective bargaining agreement.

- c. All participants may apply for a six month extension. The MUA reserves the right to deny all requests for extensions. No extensions other than the initial six month extension shall be granted.