



APPRENTICESHIP PROGRAM

Water & Wastewater Operations Specialists

APPLICANT BROCHURE



**EARN WHILE YOU LEARN!!
BECOME AN APPRENTICE**

APPRENTICESHIP PROGRAM BACKGROUND



RETIREMENTS

During this decade, the water and wastewater profession is expected to lose a significant number of operators from the workforce due to retirements.



LOSS OF INSTITUTIONAL KNOWLEDGE

Many of these retiring employees have worked at the same utility for the majority of their careers, and they will depart with decades of valuable institutional knowledge.



GROWING DEMAND FOR OPERATORS

In New Jersey there are **8600** licenses held by **3300** individuals. A loss of up to 50% of this workforce creates an ever-growing demand for **Licensed Water and Wastewater Professionals**.

APPRENTICESHIP PROGRAM GOALS



GOAL 1

Increase the pool of highly trained water and wastewater licensed operators in New Jersey.



GOAL 2

Provide greater employment opportunities to historically under-represented groups in the industry such as women, minorities, veterans, and persons with disabilities.



GOAL 3

Ensure on-the-job learning and technical instruction that leads to the development of a highly skilled, licensed workforce that possesses the qualifications demanded by the water and wastewater profession.

APPRENTICESHIP PROGRAM OVERVIEW

The NJWA Apprenticeship Program is registered with the US Department of Labor as a Workforce Development Initiative. Our program provides a pathway for newly hired employees to develop the knowledge and skills in the operation and management of water and wastewater utilities. It is a two-year program consisting of **4000 hours of on-the-job learning and 288 hours of technical instruction.**

BE AN APPRENTICE

- ***College NOT Required!***
- ***Earn While You Learn!***
- ***Good Paying Careers!***
- ***Highly Respected Profession!***



WATER AND WASTEWATER OPERATIONS SPECIALISTS ARE VITAL

Licensed operators are imperative for communities to have access to safe drinking water and to ensure wastewater is properly treated to protect our rivers, streams, and groundwater. Without these highly trained individuals, essential lifeline services would fail.

LICENSED OPERATOR DUTIES & RESPONSIBILITIES

DUTIES & RESPONSIBILITIES INCLUDE:

OPERATIONS – operate treatment and distribution networks to ensure compliance with regulatory and permitting requirements and the provision of drinking water or wastewater treatment for the customers and communities served.

MAINTENANCE – inspect, service and maintain treatment and distribution system components to ensure their operability and full-service life.

REGULATORY COMPLIANCE – possess familiarity and understanding of applicable Federal and State water or wastewater regulations, permits, and requirements.

EMERGENCY INCIDENT MANAGEMENT – establish and maintain protocols to support emergency incident awareness, response, coordination, and recovery for incidents that impact system operations.

ASSET MANAGEMENT – develop plans and procedures to inspect and service, perform condition assessments, and develop capital improvement plans for infrastructure assets to ensure the repair or replacement of components before their failure and disruption of water or wastewater services.



GETTING STARTED

APPRENTICESHIP MINIMUM REQUIREMENTS:

AGE - must not be less than 18 years of age. Proof of age is required.

EDUCATION - a high school diploma, General Educational Development (GED) or other high school equivalency credential is required.

PHYSICAL - applicants must be physically capable of performing the essential functions of a water/wastewater operations specialist, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

DRUG SCREENING - candidates will be required to undergo a drug screening prior to employment.

BACKGROUND CHECK - candidates will be required to undergo a background check prior to employment.

DRIVER'S LICENSE - applicants must possess a valid state-issued vehicle operator license and be insurable at normal commercial rates.

Minimum
requirements

APPLICATION PROCESS

Applications are available at NJWA's website

Click on the Apprenticeship Program link at www.njwater.org. Applications can be submitted online throughout the year. Alternate arrangements are available for those unable to utilize the online application process by contacting NJWA at (609) 242-7111.

Upon receipt of the completed application and supporting documentation, applicants are contacted to participate in a screening interview. NJWA's interview process results in a scoring and ranking of the applicant on the Apprenticeship Candidate Ranking List. Opportunities for employment with participating employers are presented to candidates based on their ranking.

Upon the offer of employment, the candidate must complete an apprenticeship agreement and undergo the drug screening and background check before being registered as an apprentice.

Some conditions of the apprenticeship program include:

SUPERVISION: No apprentice will work without adequate supervision by a mentor on a 1:1 basis.

PROBATIONARY PERIOD: Every applicant selected for apprenticeship will serve a probationary period. The probationary period is the first 1000 hours of on-the-job training. During the probationary period, either the apprentice or NJWA may terminate the apprenticeship agreement, without stated cause, by notifying all parties in writing.

HOURS OF WORK: Apprentices will generally work the same hours as a fully proficient Licensed Operator except that no apprentice will be allowed to work overtime if overtime interferes with attendance in related technical instruction.

APPRENTICE WAGE PROGRESSION: Apprentices are paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job.

FOR COMPLETE DETAILS OF THE PROGRAM:

Click on the Apprenticeship Program link at www.njwater.org



Who we are:

The New Jersey Water Association is a private, non-profit corporation established in New Jersey in 1990. We provide training and technical assistance to water and wastewater operators and utilities throughout the State. Our programs include:

- Regulatory and Technical Assistance for Drinking Water Systems
- Regulatory and Technical Assistance for Wastewater Systems
- Extensive Technical, Managerial, and Financial Water and Wastewater Operator Training. The NJWA is State-Certified to Provide Continuing Education for Licensed Water and Wastewater Operators, Certified Public Works Managers, and Professional Engineers.
- Sourcewater Protection Planning and Implementation Support
- GPS/GIS Technical Assistance
- Aerial Survey and Inspection of Water and Wastewater Assets
- Energy Efficiency Assessments and Technical Assistance
- Cybersecurity Assessments
- Water and Wastewater Operations Specialists Apprenticeship Program

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