



## **APPRENTICESHIP PROGRAM**

**Water & Wastewater  
Operations Specialists**

## **EMPLOYER BROCHURE**



**SUCCESSION PLANNING**  
**Develop Highly Skilled Employees**

## 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.**

**APPRENTICESHIP PROGRAMS ARE A PROVEN SOLUTION TO RECRUIT, TRAIN, AND RETAIN EMPLOYEES.**

***SUCCESSION PLANNING –  
KNOWLEDGE TRANSFER***

***DEVELOP HIGHLY SKILLED EMPLOYEES***

***ENHANCED NEW EMPLOYEE RETENTION***

***SAFER WORKPLACE -  
EMPHASIS ON SAFETY TRAINING***

***APPRENTICES ARE MENTORED BY  
YOUR LICENSED OPERATORS***

**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.

## **MINIMUM REQUIREMENTS FOR CANDIDATES:**

**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



## GETTING STARTED

### Become a Participating Employer

**Employer Acceptance Agreements are available at NJWA's website.** Click on the Apprenticeship Program link at [www.njwater.org](http://www.njwater.org). Arrangements for virtual or in-person meetings are available to assist you through the process. For more information please contact NJWA at (609) 242-7111.

### NJWA SUPPORT TO EMPLOYERS

- **Conducts Outreach and Recruitment of Candidates**
- **Participates in Affirmative Action Plan Activities**
- **Monitors and Manages the Progress of Apprentices**
- **Assigns and Tracks Curriculum Requirements**
- **Maintains Apprentice Related Records:** Job Assignment, Promotion, Demotion, Layoff, Termination, Rates of Pay, Hours of Work and Training

**OBJECTIVE:** Recruit Quality Candidates and Provide Improved Education and Performance on the Job.

**BRIDGE THE GAP:** By Partnering with Our Registered Apprenticeship Program We Can Respond to the Industry's Need for the Next Generation of Skilled Operators.

## Equal Employment Opportunity Commitment

The recruitment, selection, employment, and training of apprentices will be without discrimination because of race, color, religion, national origin, sex, sexual orientation, gender identity, genetic information, disability, or age. NJWA and participating employers will take affirmative action to provide equal opportunity in apprenticeship to applicants and apprentices, and NJWA will operate the apprenticeship program as required under Title 29 of Code of Federal Regulations, part 30.

## Conditions of the Apprenticeship Program:

**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.

**SELECTION OF APPRENTICES:** Apprentices can be selected from the pool of eligible candidates on the NJWA's Candidate Ranking List or through Direct Entry of the employer's existing employees.

**FOR COMPLETE DETAILS OF THE PROGRAM:**

**Click on the Apprenticeship Program link at [www.njwater.org](http://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

### **CONTACT US:**

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