

City of Washington Job Description Wastewater Treatment Plant Operator

Status: Full-time

FLSA Status: Non-exempt

Department: Water and Wastewater, Wastewater Treatment Plant

Immediate Supervisor: Water and Wastewater Superintendent

General Purpose of Position

Completes work related to the City's wastewater treatment plant operations.

Major Duties and Responsibilities (Essential Functions)

Maintains treatment plant and infrastructure

- Completes daily, weekly, monthly, and annual inspections of blowers, pumps, valves, motors, and gauges
- Repairs and replaces pumps, valves, motors, and gauges
- Performs plumbing, mechanical and electronic repair
- Installs new equipment
- Cleans sludge lines, runs belt presses
- Prepares for regulatory inspections

Performs daily inspections and operations maintenance

- Inspects flush filters on pumps
- Rakes manual bar screens and checks automatic bar screens, cleans preliminary treatment area
- Checks grit collector and de-watering screw, runs grit collection elevator and washer
- Operate sludge dewatering facility and land application of sludge
- Evaluate data of plant performance, monitors gauges, adjusts flow as needed
- Takes samples and performs lab analysis
- Prepares chemicals for testing

Performs other duties related to departmental activities

- Takes rainfall readings and makes weather observations, providing data to the National Weather Service as required
- Develops and maintains files of all required records and reports
- Operates sewer jet as necessary

Maintains treatment plant facility and grounds

- Performs custodial duties at the wastewater treatment plant
- Mows, weed-eats, and seeds grass
- Performs raking and leaf pick-up
- Picks up loose trash and empties trash receptacles
- Trims trees and disposes of brush properly

Marginal Duties and Responsibilities

- Performs other duties as directed

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is exposed more than two-thirds of the time to conditions such as moving mechanical parts; fumes, airborne particles; toxic or caustic chemicals, raw sewage, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to the risk of electrical shock. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, handle, hold or grip, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit, run, climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling, raking or shoveling up to 25 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and the ability to adjust focus.

Required Education and Experience

High school diploma or equivalent. Three to Four of related experience and/or training. Experience with Microsoft office and SCADA systems.

Preferred Education and Experience

Four years to five years of related experience and/or training; or a degree from a college or university; or an equivalent combination of education and experience. Experience in pump maintenance and electrical repair.

Licenses and Certifications

The person in this position must have a valid Class B with air brakes Missouri driver's license. Ability to obtain a valid Missouri Class D Wastewater License.

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of codes of federal and state regulations concerning potable water and wastewater treatment
- Knowledge of procedures relating to EPA and DNR pretreatment programs
- Knowledge of commercial and industrial monitoring and inspections, sampling analysis, and record-keeping
- Knowledge of principles and practices of wastewater treatment and distribution systems
- Knowledge of lab procedures related to the operation of the wastewater treatment facility
- Knowledge of sludge truck and belt press operations
- Knowledge of proper installation, maintenance, and repair of water and wastewater systems
- Knowledge of proper storage and use of various chemicals
- Knowledge of lift station operations and maintenance
- Knowledge of basic environmental standards for water, sewer, and wastewater treatment systems

- Knowledge of basic carpentry, concrete, and advanced mechanical, plumbing, and electrical techniques
- Knowledge of maintenance methods of grounds, buildings, and equipment
- Knowledge of principles and processes for providing customer and personal services. This includes identifying customer needs, meeting standards for service and customer satisfaction

Skills and Abilities

- Ability to speak effectively before groups of customers or employees of the organization, effective communication skills orally and in writing
- Ability to write routine reports and correspondence
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Ability to apply concepts of basic algebra and geometry
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Ability to prioritize daily workflow
- Ability to meet specified or required deadlines
- Ability to maintain accurate records
- Ability to attend to duties reliably and predictably
- Ability to follow departmental and City policies and procedures
- Ability to attend to the safety of self and customers, identify hazardous situations
- Ability to install, maintain and repair water and sewer system components
- Ability to use various types of equipment, including weed eaters, blowers, and tractors
- Ability to establish and maintain effective working relationships with a wide range of people

Supervision

None

Signature and Approval

_____	_____
Employee	Date
_____	_____
Department Director	Date
_____	_____
Human Resources	Date
_____	_____
City Administration	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.