

**Job Title:** Wastewater Plant Operator

**Department:** Sewer

**Reports To:** Water & Wastewater Department Head

**Range:** \$18.47/hr - \$27.71/hr DOQ

**Position Summary:** Under the general supervision of the Water and Wastewater Superintendent, the Operator is a non-exempt position under FLSA who routinely works a shift as Plant Operator at either the Water Plant or the Wastewater Treatment Plant.

**Examples of Work (Essential Functions):**

- Takes water and or sewer samples, performs analysis, and ensures safe and proper treatment.
- Maintains well fields and other treatment facilities and grounds.
- Maintains records and reports on system operation and maintenance.
- Mixes chemicals at the water plant.
- Operates and maintains plant equipment.
- Checks and monitors lift stations.
- Performs general maintenance, including mowing plant grounds and cleaning.
- Periodically inspects and checks operating systems testing regiments.
- Recommends, develops, and implements operations, maintenance, repair procedures and policies.
- Reviews work for accuracy and consistency with operations and maintenance procedures and policies.
- Compiles data for and prepares and submits required reports to local, State, and Federal officials.
- Serves as operator in charge of City utilities.
- Receives and processes information from and to state officials and recommends activities to City Engineer.
- Orders and receives operation, maintenance, and repair equipment and supplies.
- Follows department policies and procedures.
- Follows safety procedures and practices.
- Cleans or prepares sites to eliminate possible hazards.
- Ensures all safety policies and regulations are followed and adhered to by self, others, and the public. Performs the functions of the job without posing a threat to the health and safety of others and self.
- Performs all other related tasks as required.

**Examples of Work (Marginal Functions):**

- Writes operating procedures.
- Analyzes swimming pool water and performs maintenance.
- Performs building inspections.
- Performs other duties as deemed necessary or assigned by Water & Wastewater Superintendent.

**Certificate, License:** Should obtain within two years of hiring a Class I Water and Sewer Certification. Commercial Driver's License within six months.

**Required Education and/or Experience:**

Four to five years related experience and/or training or a Bachelor's degree from a college or university; or an equivalent combination of education and experience.

**Preferred Education and/or Experience:**

Six years or more related experience and/or training. Obtain Class IV Water and Sewer Classification within four years of hiring.

**Abilities, Knowledge, Skills:**

- Ability and skill to solve problems with variable elements in standard and nonstandard situations.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain cooperative relationships with others contacted in the course of work.
- Ability to help diagnose mechanical and other issues as well as prevent potential issues with equipment.
- Ability to identify, correct and make recommendations to correct safety hazards.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to operate pumps, aerators, chemical analysis equipment, testing equipment, well level sounders, and other department equipment.
- Ability to prepare and maintain records and reports.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Knowledge and experience in types and levels of maintenance and repair functions performed in the water and wastewater operations, laboratory testing techniques, materials and monitoring requirements.
- Knowledge and skill in operating and maintaining heavy equipment.
- Knowledge of basic computer skills including Word, Excel, PowerPoint, email, and the ability to learn software.
- Knowledge of materials and supplies needed for completion of projects.
- Knowledge of occupational hazards and standard safety precautions.
- Knowledge of safe work practices within the public works field, as well as occupational hazards and standard safety precautions.
- Knowledge of types and levels of maintenance and repair functions performed in public works operations.

**Supervision:** None.

**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 moving mechanical parts; may use cleaning and lubricating chemicals and ingredients that would expose the employee to fumes, dust, and other air contaminants that may cause eye and skin irritation, toxic or caustic chemicals, and outside weather conditions of rain, snow, heat, cold, and a variety of atmospheric conditions. The employee may also be exposed to high, precarious places while climbing on a ladder, and vibration and noise while using power tools and equipment. The employee may also be exposed to 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, walk on level and slippery surfaces, use hands to finger repetitively, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, squat, bend, twist, turn, kneel, crouch, or crawl. Lifting, carrying, moving, pushing or pulling up to 25 pounds occurs with tools, equipment, and supplies. Employee must be able to smell and detect odors such as toxic gas and equipment problems. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus when inspecting work, evaluating defects and using small parts, use of measuring devices, assembly or fabrication of parts, reading reports and meters, and driving equipment. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken-word levels. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

*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.*

