



## Job Description

# Wastewater Treatment Plant Operator

<b>Job Code:</b>	<b>Range:</b> \$20 to \$26 per hour
<b>Department:</b> Wastewater Treatment	<b>Department Head:</b> Wastewater Superintendent

### I. Summary of Overall Purpose of Position

Under the supervision of the Wastewater Superintendent, serves as an operator in charge during any given shift. Performs a variety of semi-skilled and skilled work related to the operation, maintenance, and repair of wastewater treatment equipment to ensure efficient operation of plant components and efficient processing of raw sewage.

### II. Essential Duties

- Works as a lead worker; monitors overall plant operations; ensures completion of assigned projects, maintenance schedules and prescribed maintenance tasks.
- Assists Wastewater Superintendent in planning, organizing, assigning, directing, and reviewing the work of employees engaged in the operation and maintenance of the wastewater treatment plant.
- Assists Wastewater Superintendent in the creation and implementation of Wastewater Treatment budget. Assists in requisitioning equipment, supplies and materials.
- Assists in the overseeing of operation and maintenance of facilities to meet all applicable regulatory requirements and in accordance with design criteria. Assists in developing and implementing techniques and methods of process control which increase plant efficiency.
- Works with Wastewater Treatment operators to resolve equipment and process problems.
- Conducts periodical checks of plant operational equipment.
- Participates in and oversees the development, planning, and implementation of ongoing preventative maintenance programs.
- Trains and provides general preventative and corrective equipment maintenance and repair advice as needed.
- Coordinates with vendors, contractors, and consultants as required.
- Keeps daily records of flows and process testing data. Completes and submits various reports, including discharge monitoring reports and
- Performs sampling of waters at various points in the treatment process and records the results of laboratory testing.
- Supervises laboratory and runs testing procedures.
- Reviews and evaluates water reports, records, logs, and graphs to confirm compliance with discharge permit.
- Assists with the City's Industrial Pretreatment Program,
- Assists with the site inspections to all commercial and industrial establishments connected to the wastewater system, storm drains or water ways.
- Performs necessary maintenance of grounds; cuts weeds; builds fences, etc.

- Completes and maintains any required training or education for licensure/professional development.
- Interfaces with State agencies and regulators as needed.
- Is familiar with and complies with all City safety rules and regulations.
- Is on-call to respond to emergencies and breakdowns in the plant and must be able to respond in 20 minutes or less.

### **III. Marginal Duties**

- Perform other duties as assigned.

### **IV. Qualifications**

- Education: High school diploma or equivalent.
- Experience/Licenses/Certifications: A valid driver's license. Five years' experience as a Wastewater Treatment Plant Operator, and three years as a certified Grade III Operator is required. Two years' formal education in wastewater treatment or related field at an accredited college or university may be substituted for operational experience on a year-for-year basis. Possession of a Grade III Wastewater Treatment Operator Certification from the State of Utah, with the ability to obtain a Grade IV license within two years of hire.
- Knowledge of: Methods, tools and materials used in general maintenance repair work; pumps, motors and related machinery; handling and application of the chemicals necessary to maintain a safe work environment and personal safety; water and sewer systems and SCADA systems.
- Ability to: Write and follow written and oral instructions; establish working relationships with those contacted in scope of work; operate various hand and power tools, learn plant layout and processes; complete simple reports; perform math calculations, sampling, and process control techniques; work with raw sewage and chemicals using normal protective equipment; plan and direct the work of subordinate employees; operate and maintain equipment used in the wastewater treatment plant process; recognize needed repairs; and work in wide variety of weather conditions and exposure to the elements.
- Skill in: The use of basic tools such as packing tools, socket wrenches, power tools, and screwdrivers; operating light and heavy equipment such as a front end loader and dump truck, running ground maintenance equipment; basic computer programs, including spreadsheets and word processing; and oral and written communication.
- Communication Skills: Communicate effectively verbally and in writing; establish effective working relationships with employees and the public.
- Tool, Machine, Equipment Operation: Motorized vehicles and equipment including dump truck, pickup truck, utility truck, pumps, compressors, generators, common hand and power tools, shovels, wrenches, etc.
- Background Check and Drug Testing: Applicants will be required to submit to a criminal background check and drug test.

### **V. Working Conditions**

- **Physical Demands:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk and talk or hear. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch or crawl; and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- **Working Conditions:** The employee regularly works in outside weather conditions. The employee regularly works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock. The noise level in the work environment is usually loud.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.