



JOB TITLE WWTP Operator	DATE July 29, 1999 Revised: 12/20/2011
DEPARTMENT Waste Water Treatment Plant	COMPARABLE WORTH RATING

REPORTS TO - Superintendent of the Waste Water Treatment Plant

SCOPE OF POSITION:

General Statement of Duties: To operate and maintain equipment utilized in Waste Treatment Plants.

Work Environment: Indoor and outdoor conditions. Considerable wetness, fumes, obnoxious dirt, acids, etc. May also work in confined areas.

Supervision Received: Works under the direction of the Superintendent of Waste Water Treatment Plant.

Supervision Exercised: None

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Superintendent of the Waste Water Treatment Plant.

- Receives instructions from supervision.
- Monitor control panels, adjust valves and gates to regulate flow of sewage and water.
- Observe variations in operating conditions, interpret meter and gauge readings and test results to determine load requirements. Clean refuse from screens, scum trough, weirs, drying beds and removes.
- Start and stop equipment to control sewage treatment process through pumping, aeration, and sludge digestion processes, etc. Start and stop compressors.
- Maintain log and operations. Change charts daily.
- Take samples and perform testing as required in daily operation such as chlorine residual, settleable solids, dissolved oxygen, other tests in absence of Assistant Superintendent.
- Maintains Class "D" Waste Water Treatment Operator's License.
- Regulate flow of chemicals (chlorine gas and alum) to achieve proper treatment.
- Operate and maintain heating units and heat exchanger.
- Inspect, lubricate, adjust, and make repairs to equipment and facilities, dismantle pumps, replace parts, valves, grates, liners, replace screens, electrical parts such as fuses, etc. Perform building maintenance, construct frame for plastic enclosures, mix concrete, lay blocks as required.
- Maintain buildings and grounds in a clean and orderly condition; remove snow, cut grass, etc.



KNOWLEDGE, SKILLS, ABILITIES:

- Light physical exertion. Use light equipment and handle fairly light materials manually. Ability to lift and carry 55 pounds.
- Perform work of a semi-repetitive nature operating Waste Treatment Plant. Make general repairs involving knowledge of mechanical procedures, routine chemical analysis.
- Exercise considerable judgment in selecting and using material and tools in performing
- Use tradesman's tools in repairing and making adjustments; cuts and burns, use analytical equipment.
- Use close attention for majority of turn in operating, inspecting, and repairing equipment. Perform routing chemical analysis.
- Moderate care and attention required to prevent damage to individual machines and equipment.
- Operate medium-sized producing unit. Responsible for performing maintenance work. Adjust machinery and make chemical analysis.
- Considerable care and attention required to prevent injury to others in performing maintenance work. Inspect power-driven equipment, etc.
- Close mental and visual application required to operate waste treatment plant and equipment. Make repairs and perform chemical analysis.

MINIMUM QUALIFICATIONS:

- High School diploma, or equivalent
- Class "D" Waste Water Treatment Operator's License or; one year schooling in Waste Water Treatment related field, with the ability to obtain a Class 'D' license within 90 days.
- Self-motivated; ability to work independently, yet a team-worker
- Comply with respiratory face-fit test

REVIEWED AND APPROVED BY:


 Staff Representative –AFSCME


 City Administrator

4/10/13
 Date

4-10-13
 Date