

WASTEWATER TREATMENT OPERATOR

Position Title: Wastewater Treatment Operator
Department: Public Works
Department Head: Public Works Director
Immediate Supervisor: WTP Superintendent
Pay Range: 5 **FLSA Status:** Non-exempt

APPROVED:	April 5, 2000
REVISED:	May, 2003
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Purpose

Performs non-supervisory technical, skilled and manual work with responsibility for the daily operation of all processes and equipment for the City's Wastewater Treatment Plant according to the EPA and MPCA rules and regulations. Includes work with lift stations and biosolids. Serves on standby for emergency and problem situations on a rotational basis. Rotation of job assignments within the operations group as needed.

Organizational Relationships

Reports to: WWTP Working Foreman

Communicates with: *Internally* – other Wastewater and City employees; *Externally* – MPCA staff, suppliers and vendors.

Supervises: None (some work direction provided to part-time employees)

ESSENTIAL FUNCTIONS

Observes plant operations through visual and audio inspections to insure it is working property.

Records all meters, levels and flows of equipment to ensure proper functioning.

Adjusts motors, valves, pumps to maintain proper treatment; confers with Working Foreman and Superintendent on system adjustments.

Troubleshoot operator-level problems as needed.

Records data and prepares reports on operation.

Maintains and repairs wastewater equipment/buildings.

Perform general maintenance tasks such as operating lawn mowers, removing snow, cleaning/sanitizing bathrooms and general cleaning of buildings' interior and exterior.

Safely handle various chemicals such as sodium hydrochloride, bleach and caustic, potassium permanganate, muriatic and other cleaning acids and chlorine; and order supplies.

Enter and work in confined spaces according to established safety procedures.

Assist in maintaining a safe work environment by observing/noting hazards, taking corrective action or notifying supervisor.

Operates biosolids applicator vehicles and semi-tractor/tank when needed.

Operates other heavy and light equipment such as snowblowers, trackless, skid loaders, sprayers and lawnmowers; and performs other services as needed.

Perform various lab operations through testing and analysis.

WASTEWATER OPERATOR

Operates computer software programs, runs daily/monthly reports, and prepare charts and other information reports.

Assists in plant maintenance from time to time.

Other Duties and Responsibilities

Performs other duties as assigned or apparent.

Flexible to fit into the plant operations group rotation schedule.

Required Knowledge, Skills and Abilities

Knowledge in wastewater operations including basic understanding of biological processes, procedures, lab procedures and permit regulations.

Knowledge of confined space entry and all safety procedures/practices.

Knowledge in the use of a computer to generate daily, monthly and annual reports.

Skill in operating all plant equipment, lift stations, lab equipment and safety equipment.

Ability to organize work tasks, remain flexible to changes, and work independently and as part of a team.

Ability to apply mechanical knowledge and skill to routinely maintain and adjust pumps, motors and other equipment.

Ability to keep complete, accurate and clean operational records.

Ability to descend and ascend into manholes, lift stations and confined space up to 50 feet.

Ability to perform manual labor, which includes bending, crouching, stooping, sweeping, scrubbing and painting as needed.

Working ability to safely lift and carry object weighing up to 50 pounds.

Machines, tools and equipment used: vehicles, telephone, computer and calculator.

MINIMUM QUALIFICATIONS

High school degree or equivalent; State of Minnesota Class D Wastewater Treatment Facility License; Class A Commercial Driver's License with tanker endorsement; Special Engineer Boilers License; and ability to achieve the required knowledge, skills and abilities, and possess minimum qualifications within the probationary period.

Working Conditions

Time is spent performing work in and around the WWTP buildings and grounds with some tasks carried out in confined spaces or at various heights and depths of 50 feet. Regularly uses fine motor skills to coordinate eyes and hands to use, adjust, repair and maintain a variety of tools, machines or equipment. Operates heavy and light equipment. Regularly uses large motor skills to exert moderate to considerable physical effort while performing a variety of movements such as bending, crouching, pushing/pulling, twisting/turning, digging and lifting. All vision abilities and senses, with the exception of taste, may be used depending on the particular task. Exposure to irritants/fumes, hazardous chemicals, temperatures extremes, vibrations, infectious diseases, gases and strong odors, and noise can be occasional to frequent/continual.