

TOWN OF MANHATTAN
POSITION DESCRIPTION
July 2017

POSITION: Class 1 Wastewater Treatment Operator

DEPARTMENT: Public Works

ACCOUNTABLE TO: Mayor, Town Council, Plant Engineer

SUMMARY OF WORK: Performs the timely operation, monitoring, maintenance and repair of all wastewater treatment facility equipment to ensure efficiency and ability to meet permit requirements. Performs certain administrative and supervisory duties in directing the operation, maintenance and staffing of the wastewater treatment facility. May intermittently assist the Town Superintendent in the repair and maintenance of other town facilities in the event of emergencies or short-handed conditions. Requires the ability to work independently and to exercise sound independent judgement under a variety of adverse operational and environmental scenarios. After a training period of approximately 2 to 3 years from the date of hire, the successful candidate will be expected to be in full and competent control of the entire facility and to be completely responsible for the facility performance.

JOB CHARACTERISTICS:

Nature of Work: This position requires the ability to operate and maintain an advanced mechanical wastewater treatment plant and associated equipment and facilities. Position also performs certain administrative duties requiring ability to plan, direct, and budget for personnel, activities and equipment. Requires ability to perform duties of a Class 1 Operator as needed including in-house analysis of wastewater samples. Position requires work in extreme temperatures and/or wet conditions and confined spaces; required to be available for call-outs due to emergencies or unexpected conditions. Position performs skilled and semi-skilled duties requiring adherence to safety standards. Must exercise safety precautions in dealing with hazardous conditions, untreated wastewater, and hazardous gases and chemicals. This position will receive extensive and frequent training, direction, and supervision from the Plant Engineer during the first 3 years of employment.

Personal Contacts: Daily contact with the Plant Engineer, Town Superintendent and Public Works employees. Occasional contact with the public in performance of duties.

Supervision Received: Supervision as needed from the Mayor and the Plant Engineer

Supervision Exercised: Possibly supervision of other plant operators.

Essential Functions: Position requires ability to troubleshoot and diagnose problems in an advanced mechanical wastewater treatment plant; communicate; calculate; read and understand complex laws, regulations, and schematics. Must be physically able to operate and maintain equipment, visually inspect facilities, lift objects weighing up to 75 pounds, work in confined areas, walk and crawl on uneven ground, use hand and power tools, climb stairs and ladder while carrying objects, climb in and out of tanks, and drive a pickup truck. Operates cleaning equipment, pressure washer, open and close valves.

Performs any and all tasks that could reasonably be expected in an advanced level of mechanical wastewater treatment plant.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Operates the treatment facility to the highest potential and efficiency.
- Complies with state regulations.
- Schedules and performs in house and outside laboratory testing, repairs, and general maintenance of the facility.
- Performs daily laboratory test sampling and procedures, calculations, and record keeping.
- Prepares monthly report to State Water Quality Division presenting treatment plant performance for the month.
- Maintains accurate records of the treatment process.
- Inspects and resets equipment and records observations and settings.
- Continuously observes process and checks equipment operation and gauges, charts and flow through facility.
- Performs sampling and lab tests in absence of other shifts as well as sets-up for following shift.
- Evaluates, maintains, repairs, and cleans the wastewater facility and grounds.
- Maintains a good working relationship with all other town staff
- Determines the location of utility lines prior to excavation.
- Operates power equipment and vehicles
- Knows the plant layout and bypasses (repairs) defective equipment if necessary.
- Attends workshops to retain certifications.
- Performs other related duties as required and deemed necessary by supervisors.
- Follows the Town purchasing policy and operates within budgetary restrictions.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of: wastewater treatment process involving biological, chemical, mathematics and mechanical process; current safety regulation; laboratory sampling and testing procedures; pumps, valves, electrical motors, and controls, and applicable state and federal rules and regulations.

Skills: This position requires skills in general mechanics, laboratory sampling and testing procedure techniques, recognizing equipment problems, and record keeping.

Abilities: This position requires ability to: diagnose equipment and troubleshoot problems; analyze; inspect; work independently; improvise with available tools; work in extreme temperatures; follow safety procedures, maintain records; be available for call-out emergencies; climb; crawl; walk on uneven ground; manipulate heavy objects and hand tools; communicate effectively; maintain accurate records; follow verbal and written instruction; establish effective working relationships with fellow employees, supervisors, and the public.

Attitude: Must have a can-do attitude. Must be willing to accept frequent direction and training from the Plant Engineer

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A high school diploma or GED equivalent.
- Must be certified as a Montana State Class 1 Wastewater Certification within 2 years.
- Must possess a valid state of Montana driver's license with Intrastate CDL endorsement.
- Three or more years of experience in operation heavy equipment.
- Two or more years of experience in a supervisory position or any equivalent combination of education and experience.
- Experience with heavy manual labor preferred.
- Must have computer skills.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the proceeding requirements and duties. Example of job performance criteria includes, but is not limited to, the following:

- Performs assigned duties.
- Effectively operates the wastewater treatment facility.
- Complies with all applicable state and federal laws and requirements that relate to wastewater treatment.
- Keeps current knowledge of practices in wastewater treatment.
- Accurately does sampling and testing.
- Competently does maintenance and repairs.
- Works well independently.
- Maintains accurate and timely records.
- Follows safety procedures.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.