

## POSITION DESCRIPTION

TITLE: Waste Water Treatment Plant/Water Resource & Recovery Facility Operator (WRRF)

DEPARTMENT: Public Works

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Director

SUPERVISION EXERCISED: None. May serve as the lead worker over lower level operators or maintenance workers.

GENERAL PURPOSE: Duties to include (1) Overseeing the operation, maintenance & repair of a municipal wastewater sequencing batch reactor (SBR) in Glendive, MT. and (2) Managing and understanding the compliance activities associated with a State issued MPDES permit.

### ESSENTIAL DUTIES

AND RESPONSIBILITIES: Monitors the performance of all equipment, gauges and charts in the water resource & recovery facility treatment stations; Records statistical data concerning plant operations; Maintains operates, repairs and replaces equipment as necessary; Charts lab test results for trend analysis and maintains accurate records of analysis and test results; Evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the water resource & recovery treatment facilities; repairs valves, gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, State and Federal clean water requirements; Gathers and tests water samples for plant efficiency reports as required. Monitors and maintains required effluent quality levels.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Assures that facility operates within required standards.

Maintains assigned tools and equipment.

Trains and maintains lesser skilled operators in acceptable lab

methods and procedures to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by the lab.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeters, analyzers and other water monitoring equipment.

Obtains samples at various points in the treatment system or directs the collection of such samples.

Performs daily custodial work in the upkeep of the facility structures and maintains landscaping and sidewalks in the facility area.

Performs related duties as assigned.

**PERIPHERAL DUTIES:**

Maintains the drawings and schematics of electrical and other systems in the water resource & recovery facility.

Monitors performance of electrical systems, circuits of equipment of the water resource & recovery facility.

Serves on various employee or other committees as assigned.

**DESIRED MINIMUM  
QUALIFICATIONS:**

**Education and Experience:**

(A) Graduation from high school education or GED equivalent, and supplemented by a Bachelor's or Associate Degree in chemistry, biology, environmental studies, engineering or closely related field or technical training in biology, environmental science, chemistry, or a closely related field: or

(B) Two (2) years of progressively responsible experience in the operation of a modern water or wastewater treatment facility: or

(C) Any equivalent combination of education, training and experience which provides the knowledge, skills, and abilities necessary to perform the work.

(D) Possession of a Class II wastewater operator certificate issued by the State of Montana.

**Necessary knowledge, Skills and Abilities:**

(A) Demonstrate working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;

(B) Demonstrate skill in operation of some of the listed tools and equipment such as pumps, valves, gates, mixers, blowers, chemical feed systems, disinfection equipment, sludge processing, measuring/control devices, testing equipment, and material handling equipment.

(C) Demonstrate ability to perform process control mathematical calculations; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to read, write and comprehend English and carry out written and oral instructions.

(D) Demonstrate ability to use computer programs for process control.

**SPECIAL  
REQUIREMENTS:**

Valid State Driver's license. Must be able to serve 24 hour on-call if required by site. Must be eligible for coverage by the City's insurance carriers and must maintain eligibility for insurance coverage. Must be able to pass a drug test and a criminal background check.

**TOOLS AND  
EQUIPMENT USED:**

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, personal computer, and a variety of lab equipment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is 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. The employee is occasionally required to walk; talk or hear; sit; climb or balance stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud.

HOURS:

As assigned by Director of Public Works

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval \_\_\_\_\_  
Supervisor Approving Authority

Effective Date: \_\_\_\_\_ Revisions: \_\_\_\_\_