

POSITION DESCRIPTION

Class Title: Wastewater Treatment Operator (Entry Level – 5 Years)

Department: Sewer

Grade: 10

Union: Teamsters

Date: January 17, 2023

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of wastewater collection and treatment facilities and systems.

SUPERVISION RECEIVED:

Works under the general supervision of the Wastewater Treatment Plant Lead Operator.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Completes all work orders generated by the Plant Maintenance Program and keeps program up to date. Notifies Lead Operator or senior plant operator of needed additions to the Maintenance Program in a timely manner.

Monitors the performance of all equipment, sensors, gauges, SCADA trends at the treatment plant and pump stations. Records statistical data concerning plant and pump station operations; Maintains, operates, repairs and replaces equipment as necessary. Records lab test results on daily reports for trend analysis and maintains accurate records of analyses and test results; evaluates data.

Checks email on regular basis to ensure open line of communication.

Operates, maintains and repairs malfunctions at the wastewater treatment plant; repairs piping, valves, disinfection equipment, auto sampling equipment, headworks screening and grit removal equipment, gauges, pumps, controls and other collection and treatment plant equipment.

Performs routine building and grounds maintenance at the wastewater treatment plant and lift station sites.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal

requirements; Gathers and tests wastewater samples for plant efficiency reports as required. Learns Discharge Monitoring Report (DMR's) proper completion and NET DMR sign in procedure with training from Lead Operator or senior operator.

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

Maintains adequate stock of supplies, materials and parts.

Coordinates with and supports contractors and engineers on wastewater projects as assigned.

Assures that plant operates within required permit limits. Immediately relays to Lead Operator or senior operator any abnormal or out of parameter test results.

Contains and disposes of hazardous wastes generated by the lab and treatment processes.

Calibrates, modifies or repairs instrumentation and control equipment including sensors, flowmeters and other water quality monitoring equipment. Coordinates with Lead Operator or senior operator if unsure that calibration, modifications or repairs are needed.

Operates air valves and pump controls to control flow and optimize treatment plant process.

Maintains sewer collection system through routine cleaning with Jet Vac Truck and inspection with sewer camera.

Properly handles biosolids processing and hauling, including hauling and dumping at approved biosolids disposal site.

PERIPHERAL DUTIES

May serve on various employee or other committees as assigned.

Position is on call for City emergencies and callouts.

Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school education or GED equivalent, and, supplemented by two (2) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and

(B) Two (2) years of experience in a wastewater utility, or

(C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

(A) 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) Skill in operation of the listed tools and equipment or ability to learn operations.

(C) Able to perform process control calculations; to work safely; to communicate effectively verbally and in writing; to establish and maintain effective working relationships with employees, other departments and the public; and able to understand and carry out written and oral instructions.

(D) Able to work independently and productively without direct supervision.

SPECIAL REQUIREMENTS

Valid Montana Commercial Driver's License; Certification as a Montana Wastewater System Operator Class 1C.

TOOLS AND EQUIPMENT USED

Motor vehicle, service truck with crane, loader, forklift, jet vac truck, sewer camera, dump truck, generators, pumps, sensors, gauges, common hand and power tools, shovels, wrenches, computer, printers, detection devices, mobile radio, phone, calculator, 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 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. The employee is 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 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust 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 frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, including drowning hazards. The employee occasionally works in high, precarious places and is 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.

JOB PERFORMANCE STANDARDS

- ◆ Capably operates treatment plant to meet all requirements of permit.
- ◆ Effectively performs maintenance and monitoring of treatment plant and accurately records work orders in the Plant Maintenance Program.
- ◆ Effectively does plant, lift station, building, equipment and grounds maintenance.
- ◆ Maintains accurate records and operational logs.
- ◆ Maintains adequate stock of supplies, materials, and parts.
- ◆ Maintains required certification(s).
- ◆ Cleans and inspects by camera 20% of collection system per year, completing accurate records of inspections, completes required maintenance such as root removal as indicated by inspection.
- ◆ Properly handles biosolids processing and hauling.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, background and reference check; drug and alcohol screening; physical; 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 Appointing Authority

Effective Date:

Revision History: