

# **POSITION DESCRIPTION: WASTEWATER TREATMENT PLANT OPERATOR**

## **POSITION SUMMARY**

The Wastewater Treatment Plant Operator performs a variety of skilled and semi-skilled technical maintenance work in the operation, maintenance and repair of a Class "C" wastewater treatment plant and related systems. The Wastewater Treatment Plant Operator ensures compliance with local, state and federal regulations governing wastewater treatment.

## **SUPERVISION RECEIVED**

The Wastewater Treatment Plant Operator works under the direct supervision of the Director of Public Works; however, no supervision is present on weekend shifts.

## **RESPONSIBILITIES AND ESSENTIAL DUTIES**

An employee in this position will be called upon to satisfactorily perform any or all of the following essential functions.

1. Ensure compliance with Environmental Protection Agency (EPA) and Michigan Department of Environmental Quality (MDEQ) permits; monitor requirements and effluent limitations according to general permit and certificate coverage. May meet, communicate, and correspond with EPA, MDEQ, Occupational Safety & Health Administration (OSHA), Michigan Occupational Safety & Health Administration (MIOSHA) and Department of Public Health.
2. Participate in regular instruction, training and evaluation to ensure compliance with the essential duties requirements in paragraph 1.
3. Collect samples and perform routine chemical analyses of wastewater at various points in the plant process in order to comply with permit requirements.
4. Based on lab results, meter readings and solids inventory, make plant flow and chemical control adjustments.
5. Participate in quality assurance/quality control programs including EPA sample analysis.
6. Perform preventative maintenance on plant and pump station facilities, equipment, machinery, buildings and grounds.
7. Complete required daily and monthly state reports and computer forms for EPA and MDEQ.

8. Assist in the development of wastewater treatment plant policies as directed.
9. Maintain records and review annual report and monitoring requirements provided to EPA and MDEQ, including soil tests, sludge tests, metal accumulations and application rates.
10. Prepare bid proposals to administer the land application program for disposal of digested wastewater sludge.
11. Requisitions and orders supplies, chemical, machinery, parts, and equipment; maintains inventory.
12. Must be available in case of emergency, on an on-call basis and be able to respond within fifteen (15) minutes of an emergency event at the wastewater treatment plant
13. Emergency Telephone: Once acclimated to the position and determined by the Director of Public Works, the Wastewater Treatment Plant Operator will be required to carry an emergency telephone for one (1) week at a time.
14. Perform other duties as may be required or assigned.

### **QUALIFICATIONS FOR EMPLOYMENT**

1. High school diploma or equivalent is required; Associate's degree in environmental science or related field preferred; or progressively more responsible equivalent experience and/or training in a municipal wastewater treatment facility.
2. A minimum MDEQ Class "C" wastewater license or the ability to obtain ; is required.
3. A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
4. Must possess, or be able to obtain, a valid Michigan Commercial Driver's License with a brake endorsement prior to employment.
5. No felony convictions and/or disqualifying criminal histories.
6. Ability to successfully complete additional training, obtain and maintain certifications.
7. Must be able to work independently with minimal supervision.
8. Knowledge of current public health guidelines, government regulations, and professional standards for wastewater treatment plant management, including requirements of the EPA, MDEQ, OSHA, MIOSHA and Department of Public Health.

9. Knowledge of wastewater treatment plant maintenance and repair, including buildings, facilities and equipment.
10. Knowledge of bacteriology, chemistry and laboratory testing procedures as related to wastewater treatment.
11. Basic understanding of public administration practices related to personnel and operations management, budgeting, reporting and purchasing.
12. Skilled in the operation, supervision, repair, and maintenance of wastewater treatment plant and pump station facilities and equipment.
13. Skilled in the use of chemicals and plant equipment to properly treat wastewater and sewage.
14. Possess the skills and knowledge necessary to safely operate specialized equipment and be able to safely perform the various tasks related to maintaining sewer utilities.
15. Must be able to read and decipher maps and blue prints, write reports, document information, draw maps and communicate in a clear and concise manner, both written and verbally.

### **TOOLS AND EQUIPMENT USED**

The Wastewater Treatment Plant Operator must be able to operate tools and equipment within the plant and motor vehicles in the Public Works Department fleet. Additionally, the operator must be able to operate office equipment, hand held and computer devices.

### **PHYSICAL DEMANDS**

The physical demands and work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of Wastewater Treatment Plant Operator. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee is expected to work outdoors in all kinds of weather in all seasons, and will be exposed to extreme temperatures and wet or humid conditions.
2. The employee must be able to stand, walk, balance, bend, twist, stoop, reach, pull, push, squat, climb stairs or ladders repeatedly, work from an elevated platform ladder or catwalk and negotiate uneven terrain.

3. Specific vision abilities required include close and distance vision, color vision, peripheral vision and depth perception.
4. The employee must be able to stand and work from a standing position for durations of up to four hours; and must be able to sit and work from a seated position for durations of up to four hours.
5. The employee must be able to use hands, fingers and feet; reach with hands and arms; possessing dexterity required to operate laboratory equipment, computers and other like equipment.
6. The employee must be able to simultaneously operate vehicles, drive and engage/disengage mechanisms associated with vehicle attachments.
7. The employee must be able to work on a slope and from a boat in and around the wastewater lagoons.
8. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### **WORK ENVIRONMENT**

1. The employee is regularly exposed to moving mechanical parts and/or heavy equipment and vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to high or precarious places, confined spaces, frequent exposure to toxic or caustic chemicals and risk of electrical shock.
2. This job classification has some occupational exposure. Some procedures or occupation related tasks that involve exposure or the potential for exposure to blood or other potential infectious material or involve a potential for spills or splashes of blood or other potentially infectious material. This includes some procedures or tasks conducted in non-routine situations as a condition of employment.
3. The employee works around water contained in lagoons, tanks and wetlands on a daily basis.
4. The employee works around water which may contain pathogens on a daily basis.
5. Work is conducted on or near heavy equipment.
6. Must be able to frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move more than seventy-five (75) pounds.
7. The noise level in the work environment is usually loud.

8. The employee may be called upon to enter manholes and/or other confined spaces and perform tasks within the confined spaces for extended periods of time.
9. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### **SELECTION GUIDELINES**

Formal application; educations and experience, oral interview and reference check.

### **CONDITIONS**

The duties listed above are intended only as illustrations of the various type of work that will be required. 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.

I have read and accept the above job description. I have discussed it with my immediate supervisor.

\_\_\_\_\_

Employee

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date