

## **Wastewater Plant Operator/Maintenance Worker POSITION DESCRIPTION**

Class Title: Wastewater Plant Operator/Maintenance Worker

### **DESCRIPTION OF WORK**

Job Summary: Performs a variety of unskilled and semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City municipal wastewater collection and treatment systems.

SUPERVISION RECEIVED: Works under the close supervision of a Water/Waste Water Foreman.

SUPERVISION EXERCISED :None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Operates and maintains the wastewater collection system, treatment plant, and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES or other local, state or Federal regulations.

Maintains a variety of records relating to inspections and maintenance activities.

Determines the locations of waste water lines from the appropriate sources prior to excavation.

Responds to complaints regarding waste water stoppages; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where services will be discontinued and explains when services will be resumed.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling.

Oversees the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plants.

Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of wastewater collection and treatment systems and other department facilities to insure that all equipment is in proper working order.

Coordinates with other utilities for locations of utility systems.

### **PERIPHERAL DUTIES**

Operates a variety of power construction and maintenance equipment used in the department.

Serves on various employee or other committees as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Requires H.S. Diploma or GED equivalent
- (B) Experience relating to the construction, repair and maintenance of wastewater collection or treatment systems including the operation of related maintenance equipment, or
- (C) Any equivalent combination of education and experience.
- (D) A Class C Wastewater license is required or must be obtained within 12 months of employment.

### **Necessary knowledge, Skills and Abilities:**

(A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in wastewater collection and treatment systems; Considerable knowledge of sewer pipe installation, connection and repair; Considerable knowledge of wastewater treatment plant operation and maintenance.

(B) Skill in operation of the listed tools and equipment.

(C) Ability to interpret specific chemical and biological analyses; Ability to guide, direct and motivate employees; Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.

### **SPECIAL REQUIREMENTS**

Valid State Driver's license, or ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

Detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

## **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 and talk or hear. The employee is occasionally required to walk; 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. 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

## **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.