



# Wastewater Plant Operator I

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<b>Department:</b>	<b>Water Pollution Control</b>
<b>Supervisor:</b>	<b>Assistant Water Pollution Control Superintendent</b>
<b>Pay Grade:</b>	<b>14</b>
<b>Original:</b>	<b>October 2009</b>
<b>Revised:</b>	<b>December 2011</b>

## **OVERVIEW:**

Performs semi-skilled to skilled labor for the operation, cleaning, maintenance and lab related duties for the City's Water Pollution Control Plant. Under the general direction of the Plant Operator II position while performing lab related duties or other duties where the Operator II is in charge of an assigned project per the direction of the Assistant Plant Superintendent or Plant Superintendent.

## **GENERAL DUTIES:**

The person who fills this position works in a variety of semi-skilled to skilled work for the operation, maintenance and laboratory functions of the City's Advanced Grade IV Membrane Bio-Reactor Water Pollution Control Plant. The work is performed under the general direction and supervision of the Grade II Operator and/or Assistant Superintendent, but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with all other employees of the Water Pollution Control Plant.

## **RELATED DUTIES:**

- Controls plant operation as directed by plant management.
- Ability to understand the full operations of the certified laboratory, including lab data entry into the computer, sampling and testing procedures.
- Monitors plant operating systems, including lift stations and equipment, through visual inspection, manual inspection and computer systems such as SCADA.
- Makes operational changes according to laboratory data.
- Uses Lock Out – Tag Out safety procedures when working on equipment.
- Reads meters and records information collected.
- Operates plant manually when computers are down as directed.
- Performs maintenance work on equipment.
- Performs duties to keep the plant and equipment clean.
- Makes plant rounds to be sure everything is running properly.
- Performs pumping duties, collects samples, checks operation of generating units and other equipment.
- Analyzes operational daily record sheets and makes recommendations to plant management for plant operations.
- Removes snow from driveways and sidewalks utilizing 4-wheel drive pickup with blade, snow blower and/or shovel.
- Answers telephones during business hours.
- Performs cleaning and minor maintenance on U.V. equipment.

- Attends meetings, conferences and workshops as requested and authorized.
- Cleans buildings, piping and equipment.
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- General knowledge of wastewater treatment.
- Ability to operate, chart and record data relating to equipment.
- Ability to understand computer systems such as SCADA for the control and operation of a wastewater facility.
- Ability to use hand and power tools.
- Ability to communicate well with others using both technical and non-technical language.
- Ability to establish and maintain effective working relationships with other department personnel.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of cleaning and maintenance tasks with accuracy.
- Ability to learn and put to use new skills and knowledge brought about by rapidly changing information and technology.
- Ability to exercise ingenuity and inventiveness in the performance of assigned tasks.
- Ability to consistently maintain regular and punctual attendance at work.
- Ability to work weekends, evenings, holidays, overtime and to be responsible for plant operations during on-call periods.
- Ability to understand and follow all city safety rules and procedures throughout the MBR Facility and all Lift Stations.
- A basic understanding of Microsoft word and excel.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

- Graduation from high school, prefer wastewater treatment technical training with one year of experience in wastewater treatment.
- Must have knowledge and understanding of principles, practices and methods of wastewater treatment.
- Experience in electrical, plumbing, construction and general skills with a large variety of mechanical equipment.

**REQUIRED SPECIAL QUALIFICATIONS:**

- Possession of a valid Iowa Driver's License and a Class B CDL with air brake endorsement.
- State of Iowa Grade I Wastewater operator's license or the ability to obtain within 18 months. Ability to obtain a Grade II wastewater operator license within 4 years is desired.

**ESSENTIAL FUNCTIONS:**

- Sufficient clarity of speech, with or without reasonable accommodation, which permits the employee to communicate with others in person, two-way radios and by telephone.
- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to hear different tones/frequencies relating to equipment operations, use of two-way radios and cell phones.
- Sufficient vision, with or without reasonable accommodation, which permits the employee to observe, monitor, evaluate plant equipment, operate motorized equipment and to perform maintenance activities on equipment.
- Visual acuity for close vision, distance vision, color vision, peripheral vision and depth perception.

- Ability to differentiate colors of wiring and to recognize different colors of material in wastewater.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard, manually manipulate, move, operate and maintain water pollution control mechanisms as necessary.
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect the water pollution control plant operations and equipment in all areas of the plant, enter and exit vehicles, transport supplies, materials and to operate a wide variety of tools used in cleaning and maintenance activities.
- Ability to lift a wide variety of equipment and supplies weighing up to 50 pounds from ground level to head level and transport it no more than 30 feet. Ability to lift up to 100 pounds with assistance and transport it no more than 30 feet.
- Ability to work in confined spaces, including areas of limited work space.
- Ability to climb step and extension ladders up to 30 feet and stairs up to 60 feet.
- Ability to stand and/or walk 90% of the day.
- Ability to walk 3 miles and climb or descend 10 flights of stairs per work shift.
- Ability to wear a respirator and a self-contained breathing apparatus.
- Ability to pass employment physical and drug test before employment offer. Ability to pass random drug and alcohol screenings without notice during employment.

The noise level in the wastewater treatment plant is typically loud. The work environment is a controlled environment. Employee is regularly exposed to outside weather conditions and moving mechanical parts. The employee, in rare circumstances, will be occasionally exposed to fumes, airborne particles, toxic or caustic chemicals, extreme heat and cold, risk of electrical shock, vibration, working in confined spaces and possible exposure to communicable diseases.