

Wastewater Treatment Plant Operator

Position Objective

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

Duties and Responsibilities

PLANT/MECHANICAL OPERATIONS

- Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations.
- Records statistical data concerning plant operations.
- Maintains, operates, repairs and replaces equipment as necessary.
- Operates, maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.
- Maintains, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.
- Operates and maintains sewage pump stations.
- Cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.

LABORATORY OPERATIONS

- Charts lab test results for trend analysis and maintains accurate records of analyses and test results.
- Evaluates data and writes reports as required.
- 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 in accordance with Local, State, and Federal requirements.
- Performs quality control tests on lab equipment and lab analyses.
- Evaluates procedures and results for accuracy and determines appropriate methods.

GENERAL

- Assures that plant operates within required standards.
- May train other operators in acceptable lab methods and procedures to assure accuracy of test results.
- Maintains drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the treatment plant.
- Works with street maintenance patching streets and assisting with snow removal as needed.
- Provides back-up to related positions.
- Serves as a member of various employee committees, as assigned.
- Other duties as assigned or apparent.

Essential Knowledge, Skills, and Abilities

Communications:

Must have the ability to actively listen to others for understanding of their needs and situations: ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions. Must be able to read and understand laboratory tests conducted in a wastewater treatment facility.

Decision Making:

Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

Interpersonal Relationships:

Must be consistent in dealing with people; must be sensitive to others problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations and the public. Must have the ability to work safely.

Professional Attitude:

Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with other; and self confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work:

Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge:

Must have knowledge and training in biology, environmental science, chemistry, or a closely related field. Must have experience in a wastewater utility. Must have skill in the operation of a variety of lab equipment, generators, pumps, gauges, and other common tools. Must have the ability to perform control calculations.

Physical Abilities:

Must have the ability to read and discern visual images on a variety of media. Must have the ability to operate computer equipment up to long periods of time. Must be able to use a shovel, various snow removal equipment, common hand and power tools, wrenches, detection devices, mobile radio, phone, calculator and a variety of lab equipment.

Desirable Training and Experience

Class C or above Wastewater Operator License.

Two years of college or technical training in biology, environmental science, chemistry, or closely related field.

Four years experience in a Wastewater Utility.