

APPENDIX 1 - POSITION DESCRIPTIONS

1) WASTEWATER OPERATOR

Class Title: Wastewater Treatment Plant Operator
Department: Wastewater Utility
Division: Wastewater
Date: 10/25/2018

GENERAL PURPOSE

To ensure the correct operation of wastewater treatment plant and lift stations in a safe and efficient manner.

SUPERVISOR

Wastewater Superintendent

DUTIES AND RESPONSIBILITIES

Monitors the performance of all equipment, gauges, and meters in the treatment plant and lift stations; records statistical data concerning plant operations; maintains, operates, repairs and replaces equipment as necessary.

Monitors plant SCADA equipment, records data and adjusts processes as necessary.

Operates, maintains, and repairs malfunctions at the wastewater plant or lift stations; repairs gauges, pumps, filters and other controls and equipment.

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 DMR reporting.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods. Assures that plant operates within required standards. Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Calibrates or repairs lab instrumentation, and control equipment.

Performs start up and shut down functions on a variety of equipment including pumping systems, chemical feed systems, air supply systems, methane gas systems and sludge dewatering systems.

Operates and maintains pump stations; cleans wet wells and operates pumps and valves to control and adjust flow for treatment process.

Completes basic repairs to equipment and will occasionally assist with extensive repairs.

Operates tools and landscaping equipment that assist with groundskeeping and maintenance.

Maintains the drawings and schematics of electrical and other systems in the treatment plant; monitors performance of electrical systems, circuits or equipment of the treatment plant.

Participates in an on-call rotation schedule that includes weekend, holiday and evening work coverage as necessary.

Other duties as may be assigned.

DESIRED EDUCATION AND/OR EXPERIENCE

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

Two (2) years of experience in a wastewater or water utility; or any equivalent combination of education and experience.

The ability to obtain basic level certification for all plant subclasses appropriate to the Port Washington WWTP within 24 months of hire.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the principles, practices, equipment and methods used in wastewater treatment and pumping operations; general knowledge of the occupational hazards connected with wastewater treatment plant operations and related activities and of necessary safety precautions; general knowledge of chemistry as applied to wastewater treatment; ability to adjust pumps, chemical feed equipment, and other plant equipment; ability to check the operation of equipment and to detect defects in operation; ability to take accurate readings, to keep routine records and to make arithmetical computations; minimal knowledge of operating and monitoring the SCADA system; ability to operate standard office equipment including related hardware and software; ability to establish and maintain effective working relationships with supervisors, co-workers, and members of the public.

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 which can be described as medium to heavy work. 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 is regularly required to walk, talk, or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee is required to lift and/or move up to 150 pounds on occasion. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SPECIAL REQUIREMENTS

Must possess a valid Wisconsin Motor Vehicle Operator's license in good standing.

The employee is required to complete appropriate safety training (OSHA) training.

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

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 occasionally works near moving mechanical parts and is exposed to wet and/or humid conditions. 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 outside the building and loud inside.

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.

This description was given to employee on _____.

Received _____.

Employee