

Job Description



WWTP Plant Operator I

Department: Wastewater

Salary Grade: 11 \$12.80 to \$19.00

Reports: Water/Wastewater Superintendent

FLSA: Standard/Non-Exempt

Purpose:

Responsible for daily operation and maintenance of the City's wastewater treatment plant.

Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

1. Monitors operations and performs preventative maintenance at the wastewater treatment plant.
2. Reviews equipment for operational effectiveness and compliance to permit requirements.
3. Collects and prepares samples for laboratory analysis; conducts tests such as chlorine, pH and dissolved oxygen levels.
4. Monitors and adds chemicals to post treatment water as required.
5. Follows safety requirements for handling chemicals; reports sewer spills or overflows within proper time frame.
6. Maintains drying beds and operates sludge dewatering equipment; shores up and/or shields trenches.
7. Completes daily and weekly checklists and monthly reports; prepares DMR reports for the State.
8. Prepares for severe weather and responds to after hour emergencies.
9. May assist with Water/Wastewater Utility operations.

Knowledge, Skills, and Abilities:

- Proficient skills to complete quality maintenance and repair with minimum rework
- Proficient skills to operate a backhoe
- Ability to develop and maintain a positive working relationship with staff, fellow employees, elected officials, supervisors, citizens, business and community groups
- Ability to understand and follow verbal and written instructions, complete daily work orders and work independently in the absence of supervision
- Ability to establish work priorities and complete job tasks within specified time frame with frequent interruptions and changes in priorities
- Proficient understanding and practice in problem solving and conflict management techniques
- Ability to provide excellent customer relations practices
- Basic skills to communicate clearly and concisely, both orally and in writing, using proper business English
- Proficient understanding of City safety rules and operating procedures
- Ability to maintain regular and punctual attendance

Minimum Qualifications:

- High School diploma or GED equivalent

Licenses and Certifications:

- Valid Texas Class "B" CDL or ability to obtain within ninety (90) days of employment
- Be able to obtain a Class "C" Wastewater Treatment license issued by the TCEQ within three (3) years of hire date.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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Work Environment/Physical Requirements:

The work environment and physical demands 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.

- Majority of work performed is in both indoor and outdoor environments with frequent exposure to hazardous and unpleasant conditions. Work requires entering confined spaces, lifting 100 pounds and performing in adverse weather conditions. Work requires extensive stooping, lifting, standing, climbing, and other physical activities needed to maintain and repair equipment.
- Ability to work overtime and/or be on-call for the department during extreme weather and/or the rotation of schedule on nights/weekends and emergency calls and respond to a call within thirty (30) minutes

Preferences:

- Experience in municipal government Water/Wastewater Utility Department
- Maintenance experience with wastewater equipment.
- Bilingual in English and Spanish
- Two (2) years' experience with installations of small water taps and loops and making sewer taps, and sewer main repairs
- Knowledge in replacing sewer services, and replacing sewer mains
- Experience with SCADA system
- College level course work in math or a laboratory science

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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