



# WASTEWATER OPERATOR

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| Division/Department: Maintenance      |
| Shifts: AM/PM                         |
| Job title: <b>Wastewater Operator</b> |
| Reports to: Maintenance Manager       |

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| <b>Level/Grade:</b> | <b>Type of Position</b><br><input type="checkbox"/> Full – time<br><input checked="" type="checkbox"/> Part – Time<br><input type="checkbox"/> Contractor<br><input type="checkbox"/> Intern | <b>Hours ___24___/week</b><br><input type="checkbox"/> Exempt<br><input type="checkbox"/> Nonexempt |
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| <p><b><u>Purpose/ Scope of Position</u></b></p> <p>To operate, monitor, and trouble – shoot the waste water treatment facility and its processes, as well as maintain and take measurements/readings of the data the equipment collects. Operators must pay close attention to the smell of the water as it is being processed, as well as the contents of the water observed on a microscopic level.</p>   |
| <p><b><u>Responsibilities/Duties (inclusive of but not limited to):</u></b></p> <ul style="list-style-type: none"><li>• Perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal, State, and Local regulations governing the wastewater treatment process.</li><li>• Perform the installation, maintenance and repair of the physical plant and pump stations and all their components.</li><li>• Assist in the performance of regular and unscheduled maintenance and repairs on plant equipment and machinery.</li><li>• On call to respond to emergencies and breakdowns at the plant and pump stations.</li><li>• Conduct the necessary weekend checks of the treatment plant.</li><li>• Perform all work in conformance to Occupational Safety and Health Act regulations.</li></ul> |



- Maintain the treatment process, pump stations operation, and correct malfunctions, as well as make recommendations for repairs and improvements to existing systems.
- Be able interpret tests, and make the required adjustments to the waste water treatment.
- Building maintenance including the repair of any tears on the roof of HDM.
- Change filters, belts and bearings on the air handling units, roof top units and exhaust fans.
- Diagnose and correct equipment malfunction.
- Work with vendors of chemical, equipment, and other services that may be needed.
- Be able to perform and document various tests and checks required by State and Federal agencies for the operation of a wastewater treatment plant.
- Perform daily checks of the wastewater treatment process and periodic checks of pump stations.
- Keep track of chemical usage and orders.
- Keep workspace clean and orderly.
- Perform all other duties as assigned.

### **Physical Demands**

While performing the essential functions of this job the employee is required to:

- Continuously (76%-100%) Talks, stands, walks, bends, goes up and down stairs.
- Frequently (51%-75%) Uses hands and fingers to handle or feel.
- Occasionally (25%-50%) lifts 26 to 100lbs.
- Rarely (1%-10%) balances, stoops, kneels or crawls.

### **Work Environment**

This job takes place in a plant environment and in the outdoor elements year round. While performing the essential functions of this job exposure to the following elements occurs:

- Frequently (51% to 75%) dry flat plant floors
- Occasionally (10% to 25%) work in high place on lifts or ladders, work with chemicals.
- Rarely (1% to 10%) work in extreme heat.

### **Personal Protective Equipment Needed**

The use of PERSONAL PROTECTIVE EQUIPMENT as follows:

- When working indoors: need to wear plant captive clothing, hearing protection, safety glasses and slip resistant work shoes during your regular job in all areas of the plant.
- When working outdoors: need to wear outdoor clothing or coveralls and protective foot gear to cover plant captive clothing.
- When working with chemicals you will need to wear, safety goggles, face shield, rubber gloves and a chemical – resistant apron.



### **Job Hazard Assessment**

The following are hazards that the employee may come in contact with while performing his/her job duties:

- The employee may work in a wet, dry, hot cool, cold, humid bright areas and/or conditions.
- The employee will be working on lifts and ladders at heights with protection.
- While performing light maintenance the employee may be exposed to sharp objects, hot objects, fumes from paint and supplies.

### **Education/Training**

- High School Diploma or Equivalent
- 3 + years experience or education in operating a wastewater treatment facility.

### **Skills**

- Have a basic knowledge of electrical circuits, high and low volt.
- Have a basic knowledge of wiring diagrams
- Have a basic knowledge of computer programs including Microsoft Excel, Microsoft Word, and Microsoft Office.
- Have a basic knowledge of State and Federal rules governing wastewater discharges and worker's safety.
- Have a working knowledge of the operation, methods and procedures of a wastewater treatment plant.
- Have a working knowledge of the machinery used for wastewater treatment and pumping stations.
- Have a working knowledge of the chemicals used and their application in a wastewater treatment plant.
- Have a thorough knowledge of mechanical equipment and the ability to diagnose and correct equipment malfunction.
- Have a working knowledge of basic machinery preventive maintenance and repair.
- Have the ability to work independently and make routine decisions on the operation of the plant processes and equipment.
- Operate all department equipment per published/ current process specifications.
- Generally understand process requirements.
- Must be able to perform routine machine adjustments.
- Ability to learn new concepts, and be an active member of operating the department.
- Willing to work with others, collaborating and compromising where necessary; promptly share relevant information with others.
- Open to changing situations and is willing to perform all tasks when and where assigned.
- Reliable, responsible, and dependable, and fulfilling obligations.



- Pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Careful about detail and thorough in completing work tasks.
- Creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Ability to meet or exceed the company's attendance and punctuality standards.
- Ability to understand and follow directions as given.
- Ability to work with minimal supervision.
- Strong communication and interpersonal skills.
- Efficiency and time management skills.
- Ability to work under pressure.

### **Salary**

- DOE

### **Benefits**

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting periods.