

CITY OF WOODLAND PARK JOB DESCRIPTION

Title: Wastewater Treatment Plant Operator

Department: Utilities Wastewater

Grades: 6, 7, 9, 10



CORE VALUES: Customer Service, Integrity, Stewardship, Team Building, Respect, Loyalty, Trust

SUMMARY

Assists Chief Plant Operator in all aspects of operation and maintenance of the wastewater treatment plants and lift stations as needed or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts compliance monitoring and process control testing.
2. Analyzes and monitors daily results to determine process changes required to maintain a quality effluent.
3. Maintains complete, accurate, and accessible lab records for all required testing.
4. Troubleshoots and repairs electronic components at plants and lift stations.
5. Conducts daily rounds at lift stations to obtain meter readings, check equipment, clean bar screen, and observe for any problems.
6. Assists with equipment maintenance.
7. Assists with compost operations or special projects as needed.
8. Assists the Chief Wastewater Operator in identifying and planning for future projects to enhance safety and plant performance.
9. Responsible for on-call and weekend testing, data recording, and observations at plants and lift stations, requiring independent decision making ability.
10. Coordinates and communicates with Chief Operator and other operators to maintain consistent on-call plant process control.

ADDITIONAL RESPONSIBILITIES

1. Participates in various employee committees as needed or directed.
2. Attends workshops, seminars, and schools as applicable.
3. Other related duties as assigned.

SUPERVISION RECEIVED

Reports to the Chief Wastewater Operator.

SUPERVISION EXERCISED

Does not normally exercise supervision. May supervise other support staff, part-time or temporary employees or volunteers as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

1. High School diploma or GED.

2. One to two years' experience in wastewater or water treatment or equivalent related education or specialized training.

Necessary Knowledge, Skills, and Abilities

1. Working knowledge of safety standards and procedures including confined space and chemical handling.
2. Ability to communicate verbally and in writing with supervisors, staff and the general public.
3. Ability to accurately perform math calculations.
4. Mechanical aptitude to repair and maintain facility equipment.
5. Ability to establish effective working relationships.
6. Working knowledge of personal computers and spreadsheets.
7. Ability to respond to call-outs within 40 minutes.
8. Skill in the operation of listed tools and equipment.

SPECIAL REQUIREMENTS

1. Valid Colorado driver's license.
2. Class D certification in wastewater treatment or ability to obtain within 6 months of employment
3. Certification in wastewater collection or ability to obtain within 6 months of employment.

TOOLS AND EQUIPMENT USED

Personal computer, telephone, mobile radio, copy machine, fax machine, printer, calculator, lab equipment, common hand and power tools, and motorized vehicles and equipment including pickup trucks, pumps, compressors, generators, front end loaders, backhoe, sewer jet truck, pneumatic equipment, and welder.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is frequently required to walk, use hands to finger, handle, feel, or operate objects, tools, or controls, reach with hands and arms, talk and hear. The employee is occasionally required to lift and /or move up to 70 lbs, climb or balance; stoop, kneel, sit, crouch or crawl. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORK ENVIRONMENT

Work is performed mostly at the wastewater treatment facility which has a variety of work environments including an office setting, plant lab, compost hall, and indoor and outdoor treatment processing tanks. At the wastewater treatment facility, the employee could be exposed to toxic or hazardous chemicals and/or fumes, high voltage electricity, moving mechanical parts, vibration, biological hazards, confined spaces, high and precarious places, and water/drowning hazards. While outdoors the employee could be occasionally exposed to wet, cold, snowy, and/or

humid conditions, heat and/or sun, and/or airborne particles. The noise level in the work environment is usually quiet in the office or lab, and moderate to high in the treatment facilities.

SELECTION GUIDELINES/ADDITIONAL INFORMATION

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.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description.

Employee Signature _____ Date _____