



Waste Water Treatment Operator

SCOPE:

The Waste Treatment Operator monitors the water supply system (Wells), wastewater treatment and sludge processing for the mill. Monitors the computer screens and control panels for variation, makes adjustments to valves manually or remote control to regulate the process flows. Observes variations in operating conditions and interprets meter and gauge readings. Must monitor and make adjustments in pumps and motors to control the sludge process. Maintains log sheet, records and monitors gauge readings and collects wastewater samples. Continuously supports Sofidel's Employee Personal Practice Policy.

ESSENTIAL FUNCTIONS:

1. Supports Sofidel America's Good Manufacturing Practices and HACCP to promote a safe, sanitary and hygienically sound workplace.
2. Treat all waste water streams from various process areas in the mill and effectively remove primary and secondary solids and biological oxidation of organic material to meet regulatory discharged permit limits.
3. Monitors all equipment in the Waste Water Treatment area and reports issues as warranted.
4. Must be able to troubleshoot problems.
5. Must be able to recognize emergency situation and know how to respond.
6. Must keep their area clean.
7. Fills out log sheet and enters #'s into Plan Applications.
8. Collect Samples and perform required testing on samples.
9. Monitor the unloading of bulk chemicals.
10. Collaborate with the EHS Manager for activities concerning environmental certifications.
11. Must follow Environmental and Safety guidelines.
12. Performs lockouts for preparation of maintenance work in the Waste Treatment area and logs all repairs.
13. Performs a walk down of the Waste Water Treatment Area at least twice per shift looking for odd smells, leaks, noises, etc.
14. Promote a safety-bound corporate culture
15. Promote the Corporate Principles and Values

OTHER DUTIES MAY INCLUDE:

1. Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.
2. Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
3. Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, policies, and regulatory guidelines.
4. Perform other related duties as assigned.

TOOLS AND EQUIPMENT USED:

Computer and peripherals, standard and customized software applications and tools, test tubes, pH meter, conductivity tester, usual office equipment, and other miscellaneous hand tools.

Education/Experience:

High School Graduate or General Education Degree (GED). Prior experience required along with Certified Class 1 Operator License.

Language Ability:

Fluent in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and quality and procedure manuals

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Certificates and Licenses:

Certified Class 1 Operator

Physical Demands:**Lift/Carry Requirements:**

Stand	F (Frequently)		10 lbs. or less	F (Frequently)
Walk	F (Frequently)		11-20 lbs.	F (Frequently)
Sit	O (Occasionally)		21-50 lbs.	O (Occasionally)
Handling /Fingering	F (Frequently)		51- 100 lbs.	O (Occasionally)
Reach Outward	F (Frequently)		Over 100 lbs.	N (Not Applicable)
Reach Above Shoulder	F (Frequently)		Push / Pull	
Climb	O (Occasionally)		12 lbs. or less	F (Frequently)
Crawl	O (Occasionally)		13-25 lbs.	F (Frequently)
Squat or Kneel	O (Occasionally)		26-40 lbs.	O (Occasionally)
Bend	F (Frequently)		41-100 lbs.	O (Occasionally)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (within normal range)

Sense of Touch

WORK ENVIRONMENT

Personal protective equipment (PPE) is required when in the plant and warehouse areas. PPE will include safety shoes, eye and ear protection, reflective vests and hairnets or hats along with any other necessary protection. Temperatures in the plant/warehouse can range a great deal from season to season. The employee will be exposed to considerable paper dust and employees will also be exposed to noise levels that will require hearing protection.

ACKNOWLEDGEMENT:

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

EEO/AAP/M/F/D/V

By signing this document, I acknowledge that I have read and understand what is expected of me in this position.

Employee Name: _____ Date: _____

Employee Signature: _____