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POSITION: Water and/or Waste Water Plant Operator STATUS: Part-time Hourly

DEPARTMENT: Public Works

REPORTS TO: Village Administrator

SALARY RANGE: \$18.00 to \$30.00

GENERAL

This position performs and oversees a variety of maintenance, technical, and administrative work in the planning, construction, operation, repair, maintenance, and replacement of Village water and/or wastewater treatment plants. He/she must keep accurate EPA records and submit them within the required timeframe. The Operator of record shall maintain necessary confidentiality at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Monitors wastewater and/or water facilities and inspects facilities on scheduled basis to ensure proper operation of plant and equipment; enters all EPA and State reports as required; reads charts and gauges and maintains log of readings; regulates chemical feeds according to instructions; starts and stops pumps, motors and other equipment; and conducts process control tests.

Collects samples for laboratory tests; performs routine process control tests, calibrates meters; adjusts samplers; replaces flow charts; and maintains record of sampling, calibration and monitoring data.

Operates process control equipment; controls transfer of sludge from settling tanks; skims scum and grease from settling tanks; cleans settling tanks and cleans bar screens. Trains employees in all aspects of the operation and maintenance requirements for Village water and/or waste water facilities.

The Plant Operator responds to customer complaints by arranging necessary repairs or changes in procedure or by advising customers of reasons improvements cannot be made. He/she assists the Village Administrator in matters relating to water and/or wastewater; helps prepare reports and staff recommendations and attends meetings as needed. The Plant Operator shall provide information to civic, school, and other groups and individuals as needed and approved by the Administrator.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

The Plant Operator is required to have a thorough knowledge of equipment, facilities, materials, methods, and procedures used in construction, of water and/or wastewater facilities. He/she must have a thorough knowledge of construction methods and techniques for repair and maintenance and the skill in use of tools and equipment. The Plant Operator must have the ability to operate and maintain various equipment, including but not limited to testing equipment, backhoes, dump trucks and sewer cleaners.

The Plant Operator must have the ability to prepare rules and procedures for Public Works

Village of Anna Position Description

Water and/or Waste Water Plant Operator

operations. He/she must be able to maintain effective working relationships with the public, other employees, and elected officials.

QUALIFICATIONS

- High School diploma or equivalent.
- Valid State Driver's License required.
- 5 years' experience in the construction, repair, and maintenance, of municipal facilities.
- Class I Water Operators License.
- Class II Wastewater Operators License.
- Supervisory experience desired

TOOLS AND EQUIPMENT USED

Phone, personal computer, copier, fax machines, tractor, backhoe, pumps, electric tools, hydraulic tools, lab equipment, motor vehicles, generator, hand tools and detection devices.

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 the job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job the employee is regularly required to handle, feel, or operate objects, tools, or controls. The employee may have to reach into small spaces or overhead. The employee is frequently required to speak and hear. The employee is occasionally required to walk, climb, stoop, kneel, crawl, and smell. The employee will occasionally enter into manholes and other enclosed spaces, perform work off the ground, lift objects overhead and/or work with hazardous materials. The employee must have close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment described here is representative of that which an employee will encounter 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 this job the employee will work indoors and out in all weather, including occasional severe weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic substances, and risk of electrical shock. The noise level may be high in field and plant settings.

SPECIAL REQUIREMENTS

Performs other duties as required.

This position description in no manner states or implies that these are the only duties and

Village of Anna Position Description

Water and/or Waste Water Plant Operator

responsibilities to be performed by the employee filling this position. The employee will be required to follow other instructions and perform any duties required by the employee's supervisor or designee.

1/22/19