

## POSITION DESCRIPTION

Class Title: Wastewater Treatment Plant Operator

### GENERAL PURPOSE:

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of wastewater treatment plant and facilities.

### SUPERVISION RECEIVED:

Works under the general supervision of the Wastewater Treatment Plant Supervisor or designee.

### SUPERVISION EXERCISED:

None generally. May serve as a lead worker over lower level operators or maintenance workers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Employees are required to work on assigned shifts, know and work in accordance with established operating procedures under the supervision of a certified operator. The employee is expected to perform related tasks as required.

Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations at the plant; Records statistical data concerning plant operations; Maintains, operates, repairs and replaces equipment as necessary; Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements; Gathers and tests wastewater samples for plant efficiency reports as required.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Assures that plant operates within required standards.

Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by the lab.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.

Operates and maintains sewage pumps; cleans tanks and operates pumps and valves to control and adjust flow and treatment process.

PERIPHERAL DUTIES:

Serves on various employee or other committees as assigned.

Maintains the drawings and schematics of electrical and other systems in the treatment plant.

Monitors performance of electrical systems, circuits or equipment of the treatment plant.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

(A) Graduation from high school education or GED equivalent,

(B) Two (2) years of experience in a wastewater utility, or

(C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

(A) Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;

(B) Skill in operation of some of the listed tools and equipment.

(C) Ability to perform process control calculations; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

#### SPECIAL REQUIREMENTS:

Valid Driver's License with a clean driving record.  
Certification as a Wastewater Treatment Plant Operator or ability to obtain certification within 24 months after employment.

#### TOOLS AND EQUIPMENT USED:

Motor vehicle, tractors, mowers, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, computers and a variety of lab equipment.

#### 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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT:

The work environment characteristics 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.

While performing the duties of this job, the employee works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The

employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests and drug testing 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 Okeechobee Utility Authority and employee and is subject to change by the Okeechobee Utility Authority as the needs of the Okeechobee Utility Authority and requirements of the job change.