

WASTEWATER PLANT OPERATOR III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, to plan, assign, supervise, coordinate and participate in the work of staff responsible for operating all processes of the wastewater treatment plant on an assigned shift; to ensure compliance with City and mandated wastewater treatment quality standards; to produce statistical information as mandated by local, state and federal governments; to ensure the quality and continuous treatment of wastewater through the treatment plant; and perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class within the Wastewater Plant Operator series. Employees within this class are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including overseeing the daily operations of the wastewater treatment plant on an assigned shift. Employees are required to possess a Grade III Wastewater Treatment Plant Operator's Certificate. Positions in this series are flexibly staffed and may be filled by advancement from the II level however, advancement is not based on time in grade but solely at the discretion of the Water Utilities Director and the organizational needs of the department.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Oversees the daily operation of the plant on an assigned shift; coordinates assignments, sets priorities and evaluates work flow; enforces policies, rules and regulations; administers performance evaluations and recommends corrective action as needed; trains plant operators; recommends operations improvements; develops and maintains procedures manuals; evaluates, summarizes, compiles and rewords data from a wide variety of source documents; corrects incomplete or incorrect documents; interacts with various levels of staff within the plant; enters data into computer and generates reports, forms, graphs and memos; tracks and controls inventories; orders supplies; coordinates transport, storage or disposal of hazardous chemicals and materials; reads meters, gauges and charts; regulates wastewater flows in accordance with established procedures; collects water samples for laboratory testing procedures; assists in performing laboratory tests; maintains and monitors operating logs and records; operates and inspects plant equipment including pumps, valves, electric motors, switch gear, compressors, blowers, chlorinators and engines; maintains and operates various work related vehicles including fork lifts; cleans and lubricates equipment; operates pumps and other allied equipment; inspects equipment to determine operating condition and makes necessary adjustments; performs general maintenance and repair of equipment utilized in and around plant; records instrument readings; changes chlorine tanks and cylinders; performs all

necessary control tests and calculations to maintain efficient operations; adjusts proper chlorine dosage for odor control or disinfections; performs general janitorial and light maintenance repair work in and around the plant, including grounds keeping and painting; performs chemical tests; operates and controls sludge digesters and presses; operates aeration equipment as needed; records results of test and other measurements and plots data on graphs; monitors pump station alarms; performs surveys.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a wastewater treatment plant.
- Principles and procedures of wastewater treatment plant operations.
- Principles of supervision, training and plant administration.
- Basic principles of public relations.
- Rules, policies, regulations regarding the operation and maintenance of a wastewater plant.
- Chemical and biological reactions in the treatment process.
- Mathematical principles.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Operate and maintain wastewater treatment plant facilities.
- Supervise, organize and review the work of staff on an assigned shift.
- Identify and implement efficient work practices and procedures.
- Collect a variety of water samples and conduct appropriate tests.
- Operate plant equipment and appropriate vehicles.
- Operate office equipment including computers.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Interpret plant instruments and analyze laboratory data to make proper adjustments.
- Work independently and exercise individual judgment.
- Maintain and update accurate records.
- Prepare clear and concise reports.
- Perform basic arithmetic calculations accurately.
- Work variable shifts, during weekends and holidays.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Three years of experience relative to the operation and maintenance of a wastewater treatment facility

Training: Equivalent to the completion of the twelfth grade supplemented by training in Water Treatment Operations or a related field.

License or Certificate:

- Possession of Grade III Wastewater Treatment Plant Operator's Certificate.
- Possession of an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions: Wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, electrical energy, radiant energy, toxic materials, and inclement weather conditions; work in or with water and wastewater.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; standing or walking for prolonged periods of time; repeated bending; operating motorized equipment; shift work.