

GMWSS
POSITION DESCRIPTION

Class Title: Wastewater Treatment Plant Operator III

Department: Operations / Wastewater Treatment

Supervisor: Wastewater Treatment Plant Supervisor

Supervises: May Supervise Employees Assigned to Plant in the Absence of a Higher Authority

Class Characteristics: Under general direction, assists in the daily operation and maintenance of the wastewater plant; may supervise plant operators in lower classes in the absence of higher authority; performs related work as required.

Distinguishing Class Characteristics: With the recommendation of the Wastewater Plant Supervisor and approval of the Operations Manager and General Manager, employees in this class may be assigned additional duties and responsibilities (i.e., laboratory technician, maintenance technician, pretreatment program coordinator, etc). Upon assignment, employees shall receive additional compensation for the duties and responsibilities as long as they perform the duties and responsibilities.

General Duties and Responsibilities:

Essential:

1. Assists with the daily operation and maintenance of the wastewater plant in compliance with established procedures and standards and federal and state laws and administrative regulations.
2. May supervise personnel assigned to Plant in the absence of a higher authority.
3. Monitors all aspects of the plant for unusual conditions or problems.
4. Inspects and/or monitors pumps, charts, gauges and meters daily.
5. Assists with collection of wastewater samples and conducting lab tests.
6. Adjusts equipment as necessary; adjusts chemicals as necessary.
7. Adds chemicals in accordance with prescribed standards.
8. Assists with forwarding wastewater samples and reports as required.
9. Performs preventive maintenance program on plant and equipment; makes minor repairs and/or adjustments on plant and equipment; forwards requests for major repairs and/or equipment and tools to superiors.
10. Prepares and maintains accurate reports/records for plant operations, including samples, lab tests, etc.
11. Maintains inventory of spare parts, chemicals, equipment and tools.
12. Assists with minor construction projects.
13. Assists with cleaning of plant and grounds.
14. May be assigned additional duties and responsibilities on a continuing basis (see Distinguishing Class Characteristics above).
15. Attends training programs to obtain license at each level after meeting experience requirements.

16. Assists in other departments/divisions when needed.

Non-Essential: Receives all telephone calls to main office after office is closed; in case of emergency, calls out maintenance crews and act as dispatcher if needed.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by work experience and/or education acceptable by the Kentucky Natural Resources and Environmental Protection Cabinet to have received Class III Wastewater Treatment Plant Operators License. Promotion to Wastewater Treatment Plant Operator III is subject to recommendation of the Wastewater Treatment Plant Supervisor and approval of the Operations Manager and General Manager.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of wastewater plant operations.
2. Extensive knowledge of federal, state laws and administrative regulations with reference to wastewater treatment.
3. Extensive knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Extensive knowledge of and ability to comply with safety regulations and standards.
5. Extensive knowledge of the geography of the service area.
6. Extensive knowledge of computers and applicable software programs.

Abilities:

1. Ability to detect mechanical flaws and make minor repairs to plant and equipment.
2. Ability to collect samples and perform lab tests.
3. Ability to maintain preventive maintenance and servicing program on plant and equipment.
4. Ability to prepare and maintain accurate reports.
5. Ability to maintain inventory of chemicals, spare parts and tools.
6. Ability to supervise the work of wastewater plant operators while assisting with performing required duties.
7. Ability to establish and maintain effective working relationships with officers, other employees, and the general public.
8. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Completed work is spot checked.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Physical Demands of the Job: Work requires sitting at desk with intermittent standing, walking, stooping; must lift objects over 25 pounds; some work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places; must use stairs and ladders as a job requirement.

Tools and/or Equipment Used: Vehicle, mower, hand tools, power tools, laboratory equipment, meters, normal office equipment (phone, computer, calculator, etc.), computerized chemical feeders, safety equipment.

Contacts: Frequent contacts with the public and employees or supervisors from other departments/divisions.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Certification Requirements: Must possess and maintain a Class III Wastewater Treatment Plant Operators License; must obtain Class IV Wastewater Treatment Plant Operator License within one year after meeting experience requirements.

Drug and Alcohol Testing Requirements: Must participate in mandatory drug and alcohol testing as a condition of employment and continued employment in the class.

Additional Requirements: Must be able to respond to emergency situations at all hours.

Overtime Provision: Non-exempt.