



# CITY OF SEDALIA, MISSOURI

Job Description

<b>Job Title:</b>	<b>WASTEWATER PLANT OPERATOR II</b>		
Department:	Public Works		
Supervisor:	Public Works Supervision Structure		
Date:	February 2012	Position No.	PW/7
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

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## Job Summary:

This position is responsible for participating in the operation of the wastewater treatment plant.

## Job Scope:

The purpose of this position is to assist in the operation of the wastewater treatment plant. Successful performance helps ensure the safe treatment of wastewater.

## Essential Duties and Responsibilities:

1. Monitors the wastewater treatment process and the structural, mechanical and electrical systems within the treatment plant. Makes necessary adjustments; troubleshoots and corrects problems.
2. Operates and monitors the performance of machinery and equipment used to control the treatment process. Performs or delegates routine maintenance of all equipment as outlined in the maintenance schedule.
3. Coordinates the cleaning schedules for equipment and work areas, performs or delegates housekeeping and grounds keeping duties.
4. Coordinates and assists in the corrective maintenance on all structural, mechanical, and electrical systems.
5. Maintains daily operational logs, maintenance logs, laboratory bench sheets, flow charts, inspection logs, and any other recordkeeping activities as required by the Department Manager.
6. Prepares the monthly monitoring report, monthly maintenance report, the annual operations and maintenance report, and any other report as directed by the Department Manager.
7. Communicates with the Department Manager either verbally or in writing any pertinent information regarding the performance of the wastewater treatment plant.

8. Performs the collection and testing of wastewater and sludge samples for operational testing and NPDES permit required testing. Follows federal and state rules and regulations regarding the collection, preservation, and testing of all samples collected.
9. Ensures that the wastewater treatment plant effluent complies with all applicable state and federal environmental rules and regulations.
10. Maintains proper inventory of supplies.
11. Feeds chemicals such as Polymer and chlorine.
12. Develops the on-call schedule and must be able to be on-call every other week, which includes working at the wastewater plant during weekends and holidays.
13. Arrive at assigned time, get along well with others, manage time efficiently, and promote utility efficiency.
12. Follow all safety rules and City of Sedalia's regulations.
13. Perform other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. High School diploma or GED
2. 2 years experience in the operation of light and heavy trucks
3. 6 months related experience in maintenance
4. 3 years experience as a Wastewater Plant Operator I
5. Missouri Class "B" wastewater license or the ability to obtain the license within one (1) year of employment
6. Missouri State Class "B" CDL license with air brakes within one year of employment
7. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of electrical and hydraulic systems.
2. Knowledge of machinery and equipment used in the wastewater treatment process.
3. Knowledge of relevant state and federal regulations.
4. Knowledge of wastewater treatment plant principles and practices.
5. Knowledge in developing short and long range goals for the wastewater treatment plant.

6. Knowledge of City Personnel Regulations and Safety Policies and Procedures.
7. Skill in analyzing and diagnosing equipment problems.
8. Skill in collecting and analyzing water samples.
9. Skill in using a computer and competency using Word and EXCEL.
10. Skill in operating trucks and heavy equipment.
11. Skill in maintaining and repairing mechanical, electrical, and hydraulic systems.
12. Skill in oral and written communication.

**Guidelines:**

1. City ordinances and department policies and procedures.
2. Federal Environmental Protection Agency and state Department of Natural Resources regulations.
3. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of related wastewater treatment plant operation duties. Inclement weather conditions contribute to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, other city employees.
2. State and federal agency representatives, and the general public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

This position has functional supervision over Wastewater Plant Operator I positions on an assigned shift.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while walking, standing, or sitting at a desk or table with intermittent standing or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and distinguishes between shades of color.

**Work Environment:**

The work is typically performed at a treatment facility, in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work requires the use of protective devices.