



# CITY OF SEDALIA, MISSOURI

Job Description

<b>Job Title:</b>	<b>WASTEWATER PLANT OPERATOR I</b>		
Department:	Public Works		
Supervisor:	Public Works Supervision Structure		
Date:	August 2012, Revision 1	Position No.	PW/11
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

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## **Job Summary:**

This position is responsible for operating and maintaining a wastewater treatment plant.

## **Job Scope:**

The purpose of this position is to help ensure the proper operation of the wastewater treatment facility. Successful performance in the job contributes to the effective and efficient treatment of wastewater that produces a treated effluent and sludge that are in compliance with Local, State, and Federal Rules and Regulations.

## **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 as directed by supervisor.
2. Operates and Monitors the performance of machinery and equipment used to control the treatment process. Assists in the routine maintenance of all equipment as outlined in the maintenance schedule, or as directed by the supervisor.
3. Cleans equipment and work areas, performs housekeeping and grounds keeping duties as directed by the supervisor.
4. Assists in corrective maintenance on all structural, mechanical, and electrical systems as directed by the supervisor.
5. Assists in maintaining daily operational logs, maintenance logs, laboratory bench sheets, flow charts, inspection logs, and any other required recordkeeping activities.
6. Assists in 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.
7. Ensures that the wastewater treatment plant effluent complies with all applicable state and federal environmental rules and regulations.

8. Maintains inventory of supplies as directed by the supervisor.
9. Feeds chemicals such as Polymer and chlorine.
10. Available every other week for 24/7 call in at the wastewater plant including weekends and holidays as assigned by the supervisor.
11. 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. Must be able to obtain a D level wastewater certificate within 1 year of employment.
3. Must obtain a valid Missouri class B CDL license with an air brake endorsement with 6 months of employment.
4. Must have a valid Missouri driver's license.
5. 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 wastewater treatment processes.
2. Knowledge of mathematics, basic chemistry, and microbiology.
3. Knowledge of federal, state and local wastewater treatment guidelines and procedures.
4. Knowledge of wastewater treatment plant and laboratory operations.
5. Knowledge of lift station operations.
6. Knowledge of health and safety precautions and procedures associated with sewage treatment.
7. Skill in calibrating, maintaining and reading various meters, including D.O. and pH.
8. Skill in operating water pollution control equipment such as pumps, blowers, valves, mechanical bar screens, aeration equipment, mechanical mixers, cranes, UV disinfection system, automatic , samplers, laboratory sampling and testing equipment, .and automated control systems including SCADA.
9. Skill in using basic tools such as packing tools, socket wrenches, power tools, and screwdrivers.

10. Skill in using a computer including Excel and Word, oral and written communications.

**Guidelines:**

1. Missouri Department of Natural Resources rules & regulations, EPA rules & regulations, supervisory instructions, and established procedures for wastewater treatment.
2. City and department policies and procedures.
3. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of related wastewater treatment duties. Exposure to raw sewage, high-voltage equipment, and corrosive chemicals and the need to work in confined spaces contribute to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, other city employees.
2. Vendors 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:**

None.

**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 operating a front end loader and occasionally 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.