

# CITY OF SEDALIA, MISSOURI

Job Description



**Job Title:** COMPOST OPERATOR

Department: Public Works

Supervisor: Public Works Supervision Structure

Date: February 2012

Position No. PW/24

FLSA Status: Non-Exempt

Random Substance Testing: Y

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## Job Summary:

This position is responsible for the daily operation of the compost facility.

## Job Scope:

The purpose of this position is to manage the compost facility to ensure the consistent production of Class A Biosolids.

## Essential Duties and Responsibilities:

1. Operates, maintains, and assists in the repair of facility equipment; performs regular inspections of equipment and systems operation; calibrates and adjusts equipment and gauges.
2. Monitors computer system, publishes weekly reports, maintains log and records of facility operations.
3. Participates in the sludge program; drives a front end loader; calibrates scales used to weigh sludge; mixes feedstock and sludge at appropriate ratios; manages compost zones, cure piles and finished product piles.
4. Collects samples and assures testing is completed as required.
5. Inspects and maintains all necessary equipment such as: mixer, screen, comp dogs and comp dog reel, vacuum system, air system, temperature probes, biofilter, front end loader and buckets, and any other equipment associated with the storage, processing, and composting of feed stock and sludge.
6. Maintains a clean operation that assures that there is no cross contamination between raw sludge, 1st stage zones, 2nd stage zones, cure piles, and finished piles.
7. Performs custodial duties and grounds maintenance duties.
8. Remains on call for after hour emergencies and monitors the system after assigned hours as directed by the Department Manager.

9. Prepares reports and other types of correspondence as directed by the Department Manager.
10. Loads compost onto customer trucks or trailers, and maintains records of compost sales.
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. One year related experience required for maintenance duties
3. Obtain a Missouri Class "C" wastewater license within one year of promotion to position.
4. Obtain a Missouri Class "B" CDL license with air brake endorsement within one year.
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 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. Skill in analyzing and diagnosing equipment problems
6. Skill in collecting and analyzing sludge, feedstock, and compost samples
7. Skill in using a computer
8. Skill in operating trucks and heavy equipment
9. Skill in maintaining mechanical equipment, , and hydraulic systems
10. Skill in oral and written communication

**Guidelines:**

1. City and department policies and procedures, the Comprehensive Plan, and parliamentary procedure rules.
2. Guidelines include federal Environmental Protection Agency and Missouri Department of Natural Resources regulations.
3. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of related compost facility 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 officials 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 and Equipment Operator 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 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 the compost facility, in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather.