

CITY OF HOLTVILLE JOB DESCRIPTION

TITLE: WASTE WATER TREATMENT PLANT OPERATOR I
DEVELOPED: 11/4/2011
APPROVED: 12/12/11
DEPARTMENT: PUBLIC WORKS

POSITION SUMMARY:

To operate and maintain pump stations wastewater treatment plant and facilities and perform related responsibilities as required.

REPORTING RELATIONSHIPS:

This position functions under the *direct supervision* of the Lead Wastewater Plant Operator, and *general supervision* of the Waterworks Supervisor.

EXAMPLES OF RESPONSIBILITIES:

1. Monitors wastewater treatment plant equipment, quality control records to ensure safe sanitary operations.
2. Collects samples and conducts standardized chemical, physical and bacteriological tests in accordance with quality testing procedures.
3. Performs inventory and purchasing activities and monitors approved budget expenditures within the division.
4. Records process control data and results of laboratory analysis, charts trends and maintains accurate records.
5. Operates, inspects and maintains sewage and storm water pump stations by activating and monitoring pumps.
6. Repairs and replaces gauges, pumps, filters and other controls and mechanical and electrical equipment; documents repairs performed and equipment downtime.
7. Uses small hand tools such as saws, pipe wrenches, ratchets, crescent wrenches and channel locks in maintaining, repairing replacing mechanical and electrical components and equipment.
8. Performs NPDES monitoring and process control analysis.
9. Follows all applicable safety rules and regulations and responds to emergencies when off duty and performs emergency repairs.
10. Provides support on public works crew and may supervise a crew as assigned.
11. Responds periodically to emergencies at the wastewater plant or in connection with the wastewater system on an on-call twenty-four shift according to department scheduling.
12. Completes assigned monitoring reports on a timely basis, and other duties as directed.

QUALIFICATION GUIDELINES:

Education

Equivalent to a high school diploma, supplemented by at least 2 college semesters of formal instruction in wastewater treatment related courses

Experience

Minimum of one year of experience in the maintenance and operation of a secondary treatment wastewater facility.

Knowledge

The qualified candidate must be knowledgeable in wastewater sampling procedures; process control, and record keeping practices.

Must also possess a working knowledge of plumbing, electrical, mechanical and hydraulic trades.

Equipment: laboratory equipment, materials, methods and procedures associated with the maintenance, repair, inspection and servicing of wastewater treatment plant facilities; proper and efficient use of hand and power tools; work safety rules and procedures.

Ability

Must be able to work under extreme environmental conditions with given exposure to noxious odors, gases, and waste. Ability to work nights, weekends, and holidays and on and on call basis to perform emergency maintenance and repair assignments as needed.

Perform process control calculations and laboratory analysis work; maintain detailed and accurate laboratory analysis and wastewater treatment plant operational records; diagnose and solve routine operational and electrical and mechanical problems involving wastewater treatment plant equipment; communicate and work cooperatively with coworkers, supervisors and the general public; understand and carry out oral or written instructions and safety procedures; complete basic work activity records and time reports; perform assigned maintenance tasks following established work procedures and techniques.

Safely, operate power and hand tools such as saws, pipe wrenches, ratchets, crescent wrenches, and channel locks; operate pumps and electrical metering equipment; use air tanks and related safety equipment as needed given major maintenance problems.

Special skills and requirements

Possession of a Grade I Waste Water Treatment Plant Certificate issued by the State of California Department of Health Services and possession of a valid California Driver's License and an acceptable driving record.