



Range: SG-8
Non-Exempt
Date: March 6, 2014

WASTEWATER COLLECTIONS/PLANT OPERATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform semi-skilled labor in the maintenance, operation, repair and related service activities for the City wastewater facilities; to maintain the operational efficiency of wastewater systems; and to perform a variety of related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Plant Operator or other assigned designee.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Operate and maintain the wastewater treatment plant to include sludge processing and reclaimed wastewater distribution systems.
2. Perform daily rounds and reads by visually checking equipment and systems, and maintaining logs and records.
3. Perform required process control laboratory testing and makes adjustments in treatment process as needed; maintain records on plant operations and laboratory analysis.
3. Perform process control measures to maintain maximum efficiency by evaluating lab results, systems, and processes to make the necessary changes to plant equipment.
4. Rotate and repair sprinkler systems; observe effects of irrigation on soil; check saturation level of ground; performs piezometer readings.
5. Service and repair pumps, motors, valves, meters and other mechanical equipment.
6. Investigate water, effluent, and raw sewage spills; determine causes; implement appropriate actions.
7. Perform ground and building maintenance.
8. Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.

Marginal Functions:

- Provide responsible staff assistance to Plant Chief Operator or Chief Collections Operator.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics of wastewater systems.
- Operation and maintenance of laboratory equipment.
- Tools and equipment used in the maintenance and repair of wastewater treatment systems.
- Use of a transit to calculate elevations.
- Uses and purposes of general maintenance tools and equipment.
- Maintenance programs for wastewater treatment facilities.
- Safe work practices.

Ability to:

- Perform in adverse weather conditions and exposure to toxins associated with wastewater.
- Work weekends and holidays.
- Respond to an emergency situation with the ability to communicate electronically.
- Ability to wear OSHA required personal protective equipment including respirators.
- Work safely in confined spaces with hazardous materials.
- Perform heavy manual labor.
- Perform necessary laboratory analysis as required.
- Determine and initiate process control procedures necessary for efficient operation of the wastewater treatment process.
- Perform routine tasks in a variety of utility maintenance activities.
- Read and interpret basic maps and blueprints.
- Successfully operate equipment such as trucks, tankers, tractors, vector, hoists and related heavy equipment.
- Compile and enter technical and statistical data into computers in order to prepare clear and concise reports.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and present written and oral reports to supervisor and others as directed.
- Report operating conditions and problems and recommend or install appropriate solutions.
- Maintain mental capacity, which allows for effective interaction and communication with others.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Establish and maintain professional working relationships with city officials, other employees, the public, and outside agencies.
- Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Operator in Training:

Experience:

Mechanical background with previous experience in operating and maintaining wastewater/water treatment systems is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

- Possession of, or ability to obtain, a Grade I wastewater certificate issued by the Arizona Department of Environmental Quality within one year of hire date.
- Possession of, or ability to obtain, a Grade I wastewater collection certificate issued by the Arizona Department of Environmental Quality within one year of hire date.
- Possession of, or ability to obtain, an Arizona valid driver's license and a Commercial Driver's License (CDL) within one year of hire date.

Certified Wastewater Plant Operator:

Experience:

One year of increasingly responsible experience repairing and maintaining wastewater systems and equipment is required.

Training:

Equivalent to the completion of the twelfth grade supplemented by training in wastewater maintenance or a related field.

License or Certificate:

- Possession of an Arizona Grade II Wastewater Treatment and Collection Operator Certificate.
- Possession of, or ability to obtain, an Arizona valid driver's license and a Commercial Driver's License (CDL)

WORKING CONDITIONS

Environmental Conditions:

Wastewater treatment plant environment; exposure to noise, grease, smoke, fumes, gases, electrical energy; work in or with water; work on slippery or uneven surfaces. Position is required to wear respirator to complete a portion of its position accountabilities.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; standing, walking or sitting for prolonged periods of time; operating motorized equipment; general manual dexterity; auditory ability to hear such things as motor or pump sounds, and alarms.