



Range: SG-8, SG-9, SG-10, SG-11
FLSA Status: Non-Exempt
Date: July 9, 2014

WASTEWATER PLANT OPERATOR (Entry, I, II, III)

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

DEFINITION

To perform a variety of skilled tasks in the operation, maintenance, and repair of the City's wastewater treatment facilities grounds and equipment; to ensure public health and safety; to ensure compliance with federal, state, and local regulations.

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:

All Levels and Entry Level

1. Participates in appropriate safety procedures, including but not limited to working in confined spaces; lock-out tag-out; fall protection; ladders; reporting and/or correcting unsafe work conditions
2. Performs daily rounds and reads by visually checking equipment, meters and systems, and maintaining logs and records
3. Services and repairs pumps, motors, valves, meters, and other mechanical equipment
4. Performs preventative maintenance: oils, greases, cleans, and services plant equipment
5. Rotates and repairs sprinkler systems; observes effects of irrigation on soil; checks saturation level of ground; performs piezometer readings, operates and maintains wetlands and injection wells
6. Performs required process control laboratory testing to include: settleometer, turbidity, TSS, and spectrometer testing
7. Maintain records on process inspections and lab tests conducted
8. Participates in call-backs for plant and collections system
9. Maintains Wastewater Plant grounds and wetlands
10. Designation at a given operator level shall require demonstration of not only certifications required at the level, but also the ability to satisfactorily perform the functions of the level

Operator I Level

11. Functions for all levels apply to this level in addition to those under the Operator I Level heading
12. Works with a variety of vendors, outside contractors, consultants, and the general public on wastewater activities; answers questions and resolves conflicts
13. Operates wastewater processes to include sludge processing and reclaimed wastewater distribution systems.
14. Participates in on-call rotation
15. As required, acts as Operator in Charge

Operator II Level

16. Functions for All levels and Operator Level I apply to this level in addition to those under the Operator II Level heading
17. Performs permit required testing to include fecal coliform and colilert testing. Performs process control measures to maintain maximum efficiency by evaluating lab results, systems, and processes; makes adjustments to the treatment process as necessary
18. Monitors, interprets, and adjusts computerized Supervisory Control and Data Acquisition (SCADA) controls to maintain proper operating conditions
19. Prepares written reports; compiles and enters technical and statistical data into computers in order to prepare clear and concise reports

Operator III Level

20. Functions for All levels, Operator Level I, and Operator Level II apply to this level in addition to those under the Operator III Level heading
21. Conducts stormwater permit compliance inspections
22. As required, acts as interim Direct Responsible Charge (Operator III).

Marginal Functions:

- Performs general ground and building maintenance such as sweeping, cleaning, painting, weed eating, etc.
- Purchases necessary equipment, parts, and supplies (Operator I and above)
- Conducts Public Tours (Operator II and above)
- Interacts with public at wetlands
- Assists collection system operations
- Performs related duties and responsibilities as required

ALL OPERATORS QUALIFICATIONS

Knowledge of:

- Operational characteristics of wastewater systems
- Methods and techniques for maintaining, repairing, and troubleshooting wastewater equipment and processes
- Uses and purposes of general maintenance tools and equipment
- Basic math principles
- Basic computer skills; knowledge of SCADA, telemetry, and alarm systems (Operator 1 and above)
- Sampling techniques and laboratory methods for analyzing wastewater and water samples

- Occupational hazards and standard safety practices and procedures
- Operational and safety regulations pertaining to wastewater treatment plant operations and equipment
- Pertinent federal, state, and local laws and regulations pertaining to wastewater

Ability to:

- Work weekends and holidays
- Within one year of employment, reside within 30 minutes of the treatment plant to provide on-call coverage; respond to emergency calls after hours
- Perform in adverse weather conditions and exposure to toxins associated with wastewater
- Respond to an emergency situation with the ability to communicate electronically
- Wear OSHA required personal protective equipment including respirators
- Work safely in confined spaces with hazardous materials
- Perform heavy manual labor
- Walk on rough terrain
- Work in confined spaces
- Read and interpret technical maps, manuals, drawings, blueprints, schematics, and diagrams
- Safely operate equipment such as trucks, tankers, tractors, vactor, hoists, and related heavy equipment
- Evaluate situations, diagnose operational issues, and take effective courses of action
- Work independently in the absence of supervision
- Understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing
- Establish and maintain professional working relationships with city officials, other employees, the public, and outside agencies
- 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:

Wastewater Plant Operator in Training (Entry) (Range SG-8):

Experience:

None required, however mechanical background with previous experience in operating and maintaining wastewater/water treatment systems is desirable

Education/Training:

Equivalent to the completion of the twelfth grade

License or Certificate

- Possession of, or obtain within one year of hire date, an ADEQ Grade I Wastewater Treatment Certificate (required for continued employment)
- If an Arizona resident possession of an Arizona valid driver's license. If not an Arizona resident ability to obtain an Arizona valid driver's license within two months of employment
- Qualify for Wastewater Plant Operator I within 18 months of employment

Wastewater Plant Operator I (Range SG-9):

Experience:

One year of increasingly responsible experience operating and maintaining wastewater treatment 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 ADEQ Grade I Wastewater Treatment Certificate.
- Possession of an ADEQ Grade I Wastewater Collections Certificate
- Obtain an ADEQ Grade II Wastewater Treatment Certificate within one year of becoming Wastewater Plant Operator I (required for continued employment)
- If an Arizona resident possession of an Arizona valid driver's license. If not an Arizona resident ability to obtain an Arizona valid driver's license within two months of employment

Wastewater Plant Operator II (Range SG-10):

Experience:

Three years of increasingly responsible experience in operating and maintaining wastewater treatment systems and equipment is required or one year of experience combined with a bachelor's degree in engineering, science, environmental science, or other related field

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 ADEQ Grade II Wastewater Treatment Certificate.
- Possession of an ADEQ Grade II Wastewater Collections Certificate.
- If an Arizona resident possession of an Arizona valid driver's license. If not an Arizona resident ability to obtain an Arizona valid driver's license within two months of employment

Wastewater Plant Operator III (Range SG-11):

Experience:

Five years of increasingly responsible experience in operating and maintaining wastewater treatment systems and equipment is required or two years of experience combined with a bachelor's degree in engineering, science, environmental science, or other related field

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 ADEQ Grade III Wastewater Treatment Certificate
- Possession of an ADEQ Grade II Wastewater Collections Certificate
- If an Arizona resident possession of an Arizona valid driver's license. If not an Arizona resident ability to obtain an Arizona valid driver's license within two months of employment
- Possession of Commercial Driver's License (CDL) Class B with Tanker (N) endorsement

WORKING CONDITIONS

Environmental Conditions:

Wastewater treatment plant environment; exposure to noise, grease, smoke, fumes, noxious odors, gases, and mechanical and electrical hazards; work in all types of weather conditions; work in confined spaces; work in or with water; work on slippery or uneven surfaces and terrain. 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 and heavy lifting; standing, walking or sitting for prolonged periods of time; walking on rough terrain; operating motorized equipment; general manual dexterity; auditory ability to hear such things as motor or pump sounds, and alarms; ability to speak softly and loudly.