

City of Sparta Job Description

Job Title: Wastewater Treatment Plant Operator/Lab Tech.

Department: Water/Sewer

Reports To: Senior Wastewater Plant Operator

FLSA Status: Nonexempt

Starting Pay: \$21.77 per hour

Approved Date: May 19, 2008

SUMMARY

Operates wastewater treatment plant, performs treatment plant maintenance, and performs laboratory quality testing to ensure efficiency and compliance with regulatory requirements by performing the following skilled and semiskilled tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- 1) Performs regulatory, process control, and quality control laboratory tests; creates testing schedule, selects sampling sites, performs laboratory analysis of B. O. D. , suspended solids, volatile acids, alkalinity, and bacteriology to ensure proper operation and control of biological processes, compliance with federal and state requirements, and makes plant operation adjustments as necessary; ensures proper calibration and certification of lab equipment; completes various logs and reports of test results.
- 2) Operates wastewater treatment plant machines and equipment, including influent fine screen removal system, sludge thickening pumps and sludge press, dissolved air flotation system, chlorine disinfection and ultraviolet disinfection system. Calculates daily data of plant operation and completes various logs and reports; calculates, compiles, and submits monthly and other periodic reports.
- 3) Monitors and repairs pumping station on collection system.
- 4) Performs preventive maintenance and routine repair of plant equipment, aeration basins, buildings, and landscaping; ensures proper calibration of plant equipment.
- 5) Maintains records and files various reports.
- 6) Orders parts, supplies, fuels, and chemicals required for plant operation, lab testing, and maintenance; maintains Material Safety and Data Sheets.

OTHER DUTIES AND RESPONSIBILITIES

Performs related duties as required.

SUPERVISORY RESPONSIBILITIES

None

REQUIRED ABILITIES AND TECHNICAL KNOWLEDGE

Knowledge of wastewater treatment plant operation methods and practices.

Knowledge of data collection and lab analysis procedures.

Ability to read gauges and charts and record data properly.

Knowledge of federal and state clean water regulations.

Ability to use various hand tools and knowledge of general maintenance methods.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associates degree and one year of wastewater treatment experience, or high school diploma/general education degree (GED) and two years of wastewater plant operation experience, or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and state and EPA guidelines. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Tennessee Grade 4 Wastewater Certification

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to or more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to high, precarious places and is at risk of contact with body fluids. The noise level in the work environment is usually moderate but can be loud at times.