

City of Mission Job Description

Job Title:	<u>Wastewater Plant Operator Trainee</u>	Classification:	Non-Exempt
Department:	Public Works	Division:	Wastewater Plant
Supervisor:	Wastewater Plant Supervisor	Effective:	08/21/2008



I. JOB SUMMARY

Individual works under close supervision of the Sewage Plant Supervisor, and is responsible for properly operating and maintaining the city's wastewater system. The individual must tend pumps, conveyors, blowers, chlorinators, vacuum, filter press, and other equipment used to decontaminate wastewater (sewage) by settling aeration and sludge digestion; remove obstructions such as coarse materials from bar-screens to accelerate influent through initial screening process. Adjusts pipe valves to regulate flow velocity through valves to tanks. Observes temperature gages to determine lubrication of equipment. Reads chart flow meters and gauges to detect equipment malfunctions. Collects samples makes process reports and performs minor repairs on equipment as directed by Wastewater Treatment Plant Operator. Individual is responsible for checking all pumps and doing necessary testing of water samples. Individual has no supervisory responsibilities, and will work shift hours. Individual is responsible for checking all pumps and doing necessary testing of water samples. Individual must clean drying beds of waste. This position has no supervisory responsibilities. Individual will perform other duties assigned by supervisor/department head when needed.

II. EDUCATION REQUIREMENTS

- A high school diploma or equivalent (G.E.D) is required.
- Must have oral and written communication skills in English to at least the 9th grade level (to include correct spelling).
- A class D certification by the Texas National Resource Commission is required upon completion of a training period. A class C license is needed to be achieved within 2 years of employment started. A maximum of two opportunities will be given to pass the class C license.
- A working knowledge of wastewater treatment procedures and water quality testing procedures must be acquired while the individual is in training.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Individual will be working different shifts.
- Applicant must have a current valid class "C" driver's license issued by the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.



IV. SKILL AND ABILITY REQUIREMENTS

- The ability to clean and reassemble pumps, motors, etc.
- The ability to follow a firm work schedule as directed by supervision.
- The ability to maintain and develop a good working relationship with the supervisor and co-workers.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to make decisions based on verifiable criteria.
- Ability to produce work to precise tolerances or standards.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to precision work in use of hand tools to produce work meeting specific standards.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to handle special projects of diverse nature as assigned.
- Ability to work different shifts as directed by the supervisor.
- Ability to make decisions based on available data/criteria, laws, and regulations, or city policy.
- Ability to read and interpret documents such as safety rules and city policy procedures.

V. ESSENTIAL JOB FUNCTIONS

- Monitor all equipment (such as computer pumps and chlorine equipment on an hourly basis.
- Test water samples and record results as specified.
- Maintain wastewater plant equipment and wastewater plant grounds.
- Tend pumps, conveyors, blowers, chlorinators, vacuum filters, and other equipment used to decontaminate wastewater (sewage) by settling aeration and sludge digestion.
- Remove obstructions such as coarse materials from bar-screens to accelerate influent through initial screening process.
- Able to adjust valves to regulate flow through aeration equipment of sludge withdrawal.
- Observes temperature gages to determine lubrication of equipment.
- Reads charts flow meters and gauges to detect equipment malfunctions.
- Performs minor repairs on equipment.
- Checking all pumps and performs testing of water samples.
- Perform cleaning of sludge drying beds.
- Perform all job functions with special attention to safety and city policies and procedures relate to the job position.

VI. NON-ESSENTIAL JOB FUNCTIONS

- None



VII. EQUIPMENT/MATERIALS

Safety equipment/materials to include but not limited to the following:

- Scales, Colorimeter, Backhoe
- Hand drills, Grinders, 4 x 4 gator
- Hammers, TSS levels, 2-way radio
- Shovels, Lawn mower, Weed eater
- Impact tools, City vehicle, Uniform
- Hard hat, Safety equipment, Steel toe boots
- Policy & procedure handbook
- Water samples testing equipment

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job. The individual works about 50% indoors and 50% outdoors to maintain plant grounds and operations. The job has hazards associated with working around dangerous chemicals, i.e., hydrogen sulfite, carbon dioxide, etc.

	None	Amount of Time		
		Under '1/3	1/3 to '2/3	Over '2/3
Wet humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals			X	
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

IX. MANUAL DEXTERITY

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is performed to grip a series of files and reposition a keyboard to different computer station. Fine finger dexterity is required to hand write notes and to input data.

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X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	C	Pencils, bolts, pully
	6-10 lbs	C	Bearings
	11-20 lbs	F	Tool boxes
	21-25 lbs	F	Shoveling sludge
	26-50 lbs	F	Sludge shovels
	51-75 lbs	F	Bolts for belt press
	76-100 lbs	O	cement bags and pillow blocks
	Over 100 lbs	N/A	
CARRYING	Up to 5 lbs	C	Bolts, pulleys, pencils
	6-10 lbs	C	Bearings, dosage pumps
	11-20 lbs	F	Tool boxes
	21-25 lbs	F	Grease containers
	26-50 lbs	F	Sludge
	51-75 lbs	O	Bolts, pulleys
	76-100 lbs	O	Oil pails
	Over 100 lbs	N/A	
PUSH/PULL	Up to 5 lbs	C	Rachet, losen bolts
	6-10 lbs	C	Raking sludge
	11-20 lbs	F	Pulling motor carts
	21-25 lbs	F	Hoist
	26-50 lbs	F	Motors, gear boxes
	51-75 lbs	F	Wheel barrel
	76-100 lbs	F	Bolt drive assemblies, drums
	Over 100 lbs	N/A	

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	C	Check equipment on an hourly basis
STOOPING (bending at waist)	F	Check equipment on an hourly basis and maintenance up keep on equipment.
KNEELING (one or both knees)	F	Check equipment on an hourly basis
CROUCHING (bending at hips/knees)	F	Check equipment on an hourly basis
CRAWLING	F	Check equipment on an hourly basis
REACHING	C	Lab equipment to test and record water samples
TWISTING/TURN (rotation)	F	Getting on and off tractors and lawnmower and opening and closing gate valves.
HANDLING (manipulated objects)	C	Lab equipment to test and record water samples
STANDING	F	Observation of operating equipment
WALKING	C	Check equipment on an hourly basis
SITTING		
FINGERING (finger dexterity)	C	Lab equipment to test and record water samples
GRASPING (whole hand activities)	F	Use of tools for maintenance of equipment

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

Wastewater Plant Operator Trainee Shift Schedule

7:00 a.m. to 3:00 p.m.

3:00 p.m. to 11:00 p.m.

11:00 p.m. to 7:00 a.m.

Shifts are rotated every two months

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date