

## City of Mission Job Description

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Job Title: **Wastewater Plant Operator**

Classification: **Non-Exempt**

Department: Public Works



Division: Wastewater Plant

Supervisor: Wastewater Plant Supervisor

Effective: 8/8/2012

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### **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 gages 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 as 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 9<sup>th</sup> grade level (to include correct spelling).
- A working knowledge of wastewater treatment procedures and water quality testing procedures must be acquired while the individual is in training.
- 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.

### **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.
- Applicant must have a valid class "C" driver license issued by the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

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#### **IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to follow a firm work and different shifts schedule as directed by supervisor.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to clean and reassemble pumps, motors, etc.
- Ability to establish and maintain effective working relationship with office staff, other city departments, elected officials, and the general public.
- Ability to perform work that is routine and detailed.
- Ability to speak and write clearly and accurately (to include correct spelling).
- 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 perform equipment overhaul and any repairs as needed.
- Ability to handle special projects of diverse nature as assigned.
- 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.
- Individual must be able to weld.
- Individual must be able to pump and gear drive overhaul.
- 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 gages to detect equipment malfunctions.
- Performs minor repairs on equipment.
- Checking all pumps and performs testing of water samples.
- Perform cleaning of sludge drying beds.

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- Perform all job functions with special attention to safety and city policies and procedures relate to the job position.
- Individual shall have knowledge of plant machinery maintenance procedures and keep weekly, monthly or as needed maintenance updates.
- Individual shall within six (6) months of being hired/promoted establish a maintenance program.
- Responsible for operator training when involving daily operations and maintenance procedures or as directed by supervisors.
- Individual will be on call and be the first to respond to any plant emergency or maintenance requirement.

## VI. NON-ESSENTIAL JOB FUNCTIONS

- None

## VII. EQUIPMENT/MATERIALS

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

- City Vehicle
- Pens, pencils, Clip Board, Work orders
- Safety vest, Hard hat, Steel toe boots,
- Telephone, Cell phone, Beeper
- Scales, Hammers, Hand tools, Hand drills
- TSS levels, Laboratory equipment
- Colorimeter, Screw drivers, Grinders
- Policy & procedure handbook

## 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 (none-weather)		X		
Work near moving mechanical parts				X
Work in high, precarious places				X
Fumes or airborne particles				X
Toxic or caustic chemicals			X	
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

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### 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.

### X. PHYSICAL DEMAND ANALYSIS

#### MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	<b>C</b>	Setting up tools or equipment
	6-10 lbs	<b>C</b>	Setting up tools and/or equipment
	11-20 lbs	<b>F</b>	Setting up tools and/or equipment
	21-25 lbs	<b>F</b>	Setting up tools and/or equipment
	26-50 lbs	<b>F</b>	Setting up tools and/or equipment
	51-75 lbs	<b>O</b>	Setting up tools and/or equipment
	76-100 lbs	<b>O</b>	Setting up tools and/or equipment
	Over 100 lbs	<b>O</b>	Setting up tools and/or equipment
<b>CARRYING</b>	Up to 5 lbs	<b>C</b>	Repairing/replacing parts on equipment
	6-10 lbs	<b>C</b>	Repairing/replacing parts on equipment
	11-20 lbs	<b>C</b>	Repairing/replacing parts on equipment
	21-25 lbs	<b>F</b>	Repairing/replacing parts on equipment
	26-50 lbs	<b>F</b>	Repairing/replacing parts on equipment
	51-75 lbs	<b>O</b>	Repairing/replacing parts on equipment
	76-100 lbs	<b>O</b>	Repairing/replacing parts on equipment
	Over 100 lbs	<b>O</b>	Repairing/replacing parts on equipment
<b>PUSH/PULL</b>	Up to 5 lbs	<b>C</b>	Using tools and/or equipment setting up
	6-10 lbs	<b>C</b>	Using tools and/or equipment setting up
	11-20 lbs	<b>C</b>	Repairing/replacing worn out parts/or equipment
	21-25 lbs	<b>F</b>	Repairing/replacing worn out parts/or equipment
	26-50 lbs	<b>F</b>	Repairing/replacing worn out parts/or equipment
	51-75 lbs	<b>F</b>	Repairing/replacing worn out parts/or equipment
	76-100 lbs	<b>O</b>	Repairing/replacing worn out parts/or equipment
	Over 100 lbs	<b>O</b>	Repairing/replacing worn out parts/or equipment

**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
<b>CLIMBING</b>	<b>C</b>	Check equipment on an hourly basis
<b>STOOPING</b> (bending at waist)	<b>F</b>	Check equipment on an hourly basis
<b>KNEELING</b> (one or both knees)	<b>F</b>	Check equipment on an hourly basis
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Check equipment on an hourly basis
<b>CRAWLING</b>	<b>F</b>	Check equipment on an hourly basis
<b>REACHING</b>	<b>C</b>	Lab equipment to test and record water samples
<b>TWISTING/TURN</b> (rotation)	<b>F</b>	Using heavy machinery (like backhoe) to open and close gate valves
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Lab equipment to test and record water samples
<b>STANDING</b>	<b>C</b>	Observe machinery working properly
<b>WALKING</b>	<b>C</b>	Check equipment on an hourly basis
<b>SITTING</b>		
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Lab equipment to test and record water samples
<b>GRASPING</b> (whole hand activities)	<b>C</b>	Lab equipment to test and record water samples

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

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