

**CITY OF COMMERCE
JOB DESCRIPTION
UTILITY PLANT OPERATOR I – WASTEWATER PLANT**

Department: Public Utilities

Reports to: Utility Plant Foreman

Class Number: 12

Date: April 8, 1998

Revised: August 15, 2005

JOB SUMMARY

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of wastewater treatment facilities and systems. May serve as a lead worker over lower level operators or maintenance workers.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
2. Operates, maintains and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.
3. Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements; gathers and tests wastewater samples for plant efficiency reports as required.
4. Perform quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
5. Assure that plant operates within required standards.
6. Train and maintain lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.
7. Contain and dispose of hazardous wastes generated by the lab.
8. Calibrate, modify or repair instrumentation and control equipment including recorders, flow meter and other water quality monitoring equipment.

9. Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.

PERIPHERAL DUTIES

Maintains the drawings and schematics of electrical and other systems in the treatment plant.

Monitors performance of electrical systems, circuits or equipment of the treatment plant.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent; and
- (B) Two (2) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field; or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform process control calculations; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

A valid drivers license is required for this job. Class D Certification as a Wastewater Treatment Plant Operator is preferred. Must be able to obtain Class D within one (1) year after hire.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

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.

Work involves standing, using hands to finger, handle, feel or operate objects, tools, or controls and reaching with hands and arms. The employee is occasionally required to walk, talk, hear, sit, climb, balance, stoop, kneel, crouch, crawl and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

The employee must frequently push, pull, lift and/or carry up to 10 pounds and occasionally push, pull, lift and/or carry up to 50 pounds.

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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; drug screen; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Commerce is an "at will" employer. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have been furnished a copy of this job description.

Signature

Date