



# CITY OF FORT MORGAN JOB DESCRIPTION

## JOB TITLE: WASTEWATER TREATMENT PLANT – OPERATOR A AND B

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**FLSA STATUS:** Non-Exempt

**SALARY GRADE:** 70

**DIVISION:** Utilities

**DEPARTMENT** Wastewater

**SUPERVISOR:** WWTP Superintendent, WWTP Senior Operator

**APPROVED BY:** Human Resources

**DATE:** 4/21/2017

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### POSITION SUMMARY

Under the direct supervision of the Wastewater Treatment Plant Superintendent and/or Wastewater Treatment Plant Senior Operator, assists in the responsibility of process control and monitoring treatment efficiencies. Performs a variety of semi-skilled and skilled plant operations including servicing and maintenance of treatment plant equipment, laboratory-testing procedures used to check operating standards.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the process control of facility.
- Working knowledge of solids handling and 503 biosolids regulations and requirements.
- Monitors flows, operational parameters and equipment.
- Assists with plant operations and equipment maintenance.
- Operates, adjusts, manipulates flows and treatment plant equipment using accepted methods to produce the highest quality product in an economical manner.
- Performs lab testing as assigned and maintains records.
- Interprets test results and performs calculations.
- Records operational changes, observations and completed jobs daily, keeping all records neat and up to date.
- Observes or detects impending process problems and reacts in a timely and proper manner.
- Follows proper safety procedures and utilizes safety equipment at all times.
- Assists lower level operators with cross training in various areas of plant operations and maintenance.
- May be requested to assist collection and distribution department on occasion.
- Responds to after hour calls or emergencies at facility as an equal member of the treatment plant team.
- Accepts on-call duty with other qualified operators on a rotating basis, which requires working some flexible hours, weekends and holidays.
- Operates and maintains facility as requested or assigned.
- Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

May supervise Wastewater Treatment Plant C and D Operators.

## **QUALIFICATIONS**

### **Education and/or Experience:**

- High school diploma or the equivalent. Specialized training or education in treatment plant operations, chemistry, laboratory techniques and various related fields.
- For an A Operator: Must have a minimum of four (4) years of increasing responsible experience in the operation and maintenance of a wastewater treatment plant.
- For a B Operator: Must have a minimum of three (3) years of increasing responsible experience in the operation and maintenance of a wastewater treatment plant.

### **Mathematical Skills:**

Must have strong mathematical skills.

### **Certificates, Licenses, Registrations:**

- Must possess a valid Class A Colorado driver's license.
- Must possess the respective level of the State of Colorado Wastewater Operators Certification to attain the respective title and pay level.

## **LANGUAGE SKILLS**

Ability to express ideas clear and concise, both orally and in writing.

## **REASONING ABILITY**

Ability to compile and analyze data and to prepare a variety of reports.

## **OTHER SKILLS and ABILITIES**

- Proficient knowledge and understanding of equipment, unit processes, procedures, methods and theories involved in the operation of a wastewater treatment facility.
- Extensive knowledge of mathematics and regulatory standards relative to wastewater discharge limits.
- Ability to perform duties productively, efficiently and completely.
- Follow instructions properly and in orderly manner.
- Ability to work alone or work closely with others.
- Ability to establish and maintain effective working relationships with co-workers, department heads, governmental officials, outside agencies and the public.
- Ability to operate a personal computer.
- Ability to perform laboratory and sampling tasks.
- Ability to operate and maintain wastewater treatment plant and associated machinery.
- Ability to apply federal, state, and local regulations pertaining to facility operations, discharges and by-products.
- Ability to communicate effectively and diplomatically with co-workers, supervisors and public.

## **PHYSICAL DEMANDS**

Performing the duties of this job involves climbing ladders, stairs and steps; traversing catwalk grating; and pushing, pulling and bending. Must use hands to handle or feel objects and operate tools or controls; must have ability to reach with hands and arms both above and below head level; must be able to stand for extended periods of time, stooping and kneeling on a frequent basis; and must have the ability to talk and hear.

Strenuous physical work involving moving, positioning, pushing or pulling of objects up to 150 pounds occasionally. Employee is required to regularly lift and/or move up to 50 pounds overhead, upstairs or load onto a four-foot high surface frequently. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee frequently works near moving mechanical parts. Employee occasionally works in high, precarious places and work may occasionally involve confined spaces. Employee is frequently exposed to outside weather conditions, and wet or humid conditions. Employee is occasionally exposed to toxic or caustic chemicals, fumes or airborne particles, pathogen and bacteria, extreme cold, extreme heat and risk of electrical shock.

***I have read this job description and acknowledge that I can perform the essential job duties and physical demands of this position with or without reasonable accommodation.***

Name (Printed): \_\_\_\_\_ Dated: \_\_\_\_\_

Signature: \_\_\_\_\_