

CITY OF BARNWELL
Waste Water Treatment Operator

Job Title: Wastewater Treatment Plant Operator
Department: Water Department
Reports To: Public Works Director/WWTP Operator in Charge
FLSA Status: non-exempt
Prepared By: HR
Prepared Date: 12/02/13
Approved By: Public Works Director
Approved Date: 12/02/13

Summary Full-time Position Operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage.

Observes variations in operating conditions and interprets meter and gauge readings and tests results to determine load requirements.

Starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes. Rebuilds pumps & mechanical parts as needed.

Maintains log of operations and records meter and gauge readings.

Collects sewage sample and conducts laboratory tests.

Operates and maintains power generating equipment to provide steam and electricity for plant.

Maintains grounds at plant as needed (mows grass, weed eats, etc)

Other duties and responsibilities as assigned

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data.

Design - Demonstrates attention to detail.

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Problem Solving - Identifies and resolves problems in a timely manner.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Presents numerical data effectively; Able to read and interpret written information.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals (on-call 24/7 as directed). Completes tasks on time or notifies appropriate person with an alternate plan.

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

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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Computer Skills

To perform this job successfully, an individual should have knowledge of Inventory software and Spreadsheet software.

Certificates, Licenses, Registrations

SC Wastewater Treatment level D certificate preferred with the ability to obtain a level B within two years, minimum. Employees in this department must also adhere to the Blood borne Pathogens Policy and may be required to receive Hep. B immunizations for safety. Current driver's license required.

Other Qualifications

Must be able to pass a pre-employment physical, pulmonary function test and pre-employment drug-screen. Is also subject to random employment drug screens.

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 regularly required to talk or hear and taste or smell. The employee is frequently required to stand; walk and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception 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 moving mechanical parts. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually very loud.

Background Investigation and Employment Drug Testing

Employment is contingent upon background investigation as well as the results of a pre-employment drug examination. All employees are subject to random testing for drugs and alcohol.

DISCLAIMER: THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. MANAGEMENT HAS THE EXCLUSIVE RIGHT TO ALTER THIS JOB DESCRIPTION AT ANYTIME WITHOUT NOTICE.