

SOUTHERN CLINTON COUNTY MUNICIPAL UTILITIES AUTHORITY JOB DESCRIPTION

WASTEWATER TREATMENT PLANT OPERATOR - 101

Supervised By: Assigned supervisor

Supervises: No supervisory responsibility

Position Summary:

Under the supervision of an assigned supervisor, this classification functions as the entry level wastewater treatment plant operator. In this capacity, the employee is expected to participate in the full range of wastewater system maintenance duties, though not at the experience level of more senior employees. This might include assignment to the maintenance and operation of the Clean Water Plant, lab work, pumping station maintenance, inspections and hook-ups, systems maintenance and repair, grounds and custodial maintenance, emergency response and all other duties required to maintain the Clean Water Plant and wastewater system at a high level of regulatory compliance and quality product and service provision.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Operates plant machinery and equipment to control the wastewater treatment process according to licensing standards and plant procedures. Monitors equipment, control panels, gauges, meters and charts. Adjusts valves and pumps to regulate flow and discharge.
2. Pumps raw sewage through various wastewater treatment processes to reduce the amount of solids, chemicals and pathogens in final effluents and residuals.
3. Removes floating scum and settled sludge from settling tanks. Pumps to digesters or storage tanks for processing.
4. Calculates the rates at which chemicals are fed into the system, adjusting dosages as needed to correct levels.
5. Collects samples and conducts laboratory tests. Prepares chemical solutions for testing and utilizes specialized laboratory equipment in the testing process.
6. Performs quality control tests and adheres to quality assurance procedures. Cleans, calibrates and sets up laboratory equipment, records statistical data, charts test results, maintains records and completes related paperwork.

7. Operates and performs general maintenance on wastewater equipment and pumping facilities. Adjusts, lubricates, cleans and unclogs valves and pumps and makes all necessary repairs to assure proper working order. Scrubs and hoses processing tanks and clears filters and screens as needed.
8. Participates in the routine maintenance, repair or replacement of other plant equipment and machinery. Completes repairs and records preventive maintenance and repair activities according to established procedures.
9. Participates in the maintenance and repair of pumping stations. Assists in the routine maintenance and emergency repair of mechanical, electrical, pneumatic, and hydraulic issues and systems.
10. Performs general grounds and building maintenance activities such as clearing ice and snow, washing windows and floors, mowing and trimming grass and shrubs and other custodial and maintenance tasks.
11. Performs system maintenance such as vactoring and flushing, ditching, installation of new hook-ups and other tasks requiring manual labor and skilled application.
12. Adheres to all applicable safety procedures while operating equipment, handling chemicals or hazardous wastes or working in dangerous situations. Participates in safety training, attends safety meetings and participates in other meetings or committees as directed.
13. Responds to emergency calls on a twenty-four hour, seven days a week basis.
14. Performs related work as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma supplemented by vocational training in construction techniques, or the skilled trades.
- Experience in a skilled trade, plumbing, electrical, mechanical, construction, general maintenance, machine repair.
- State of Michigan CDL B License with tanker endorsement preferred not required.
- State of Michigan Class D wastewater treatment certification is desirable though not required.

- Knowledge of safety procedures and precautions involved in personal safety.
- Knowledge of the laboratory testing methods and procedures used in plant operations and a basic knowledge of current public health guidelines, government regulations and professional standards for wastewater treatment preferred not required.
- Skill in operating plant equipment and utilizing laboratory implements.
- Skill in performing preventive maintenance and basic repairs on plant equipment, machinery, buildings and facilities.
- Ability to accurately log and record information and perform mathematical computations.
- Ability to respond to emergency situations 24 hours per day, 7 days per week.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, professional contacts and the public.
- Ability to use basic office equipment such as telephone, calculator, photocopier, fax and computer with use of software applications such as word processing, wastewater-specific data bases and email/internet/world wide web.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 communicate with others in person and on the telephone. The employee is frequently required to view and produce written and electronic documents. The employee is frequently required to inspect machinery and pipes that range from below ground to above head level and to inspect ground storage tanks. The employee must occasionally lift and/or move objects of moderate to heavy weight. The employee is required to utilize manual or power equipment and tools requiring manual dexterity.

While performing the duties of this job the employee is exposed to moving mechanical parts, adverse weather conditions, risk of electrical shock, vibration, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment ranges from moderate to loud.