



Wastewater Treatment Plant Operator

Department: **Public Works** Class Code: **27**
Reports to: **Utilities Manager** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under the general supervision of the Utilities Manager, the Wastewater Treatment Plant Operator supervises Utility Operation Technicians/Mechanics and coordinates a variety of programs and activities including safety, preventative maintenance management, scheduling, supervision and training. This working supervisor is responsible for the day-to-day operations of the Town's wastewater treatment/collections facilities.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Wastewater Treatment Plant Operator

- Collaborate, support and provide technical assistance to other Utility Operation.
- Provides supervision and coordination of Utility Operation Technicians/Mechanics in the operation and maintenance of wastewater facilities; prepares work schedules and prioritizes work for crews; assigns daily work tasks to Utilities Operations Technicians/Mechanics; ensures the timely completion of work; documents daily work activities.
- Collects, and analyzes wastewater samples; collects and submits wastewater samples to lab for analysis; interprets results; completes documentation and reports for submittal to regulatory agencies.
- Compiles, analyzes and prepares wastewater quality and quantity data reports for submittal to regulatory agencies.
- Prepares and reviews project schedules; investigates and resolves schedule maintenance issues for the Towns wastewater facilities.
- Actively administers and participates in the Utility Safety Program.
- Provides technical assistance to Utilities Manager and engineering staff regarding projects relating to the operation of the Towns wastewater facilities.
- Performs research; analyzes findings; prepares recommendations for wastewater facility maintenance needs.
- Required to administer and participate in the Towns utility "on-call" emergency response program.
- Monitors, operates and schedules maintenance to ensure the proper operation of the wastewater Systems Control and Data Acquisition (SCADA) systems for the wastewater treatment and collections facilities.
- Operates heavy motorized vehicles and equipment.
- Operate, maintain, troubleshoot and repair equipment related to the operation of the wastewater facilities.
- Remain apprised of best available technology related to materials, methods, equipment and specifications for the operation of wastewater facilities.

JOB DESCRIPTION

Wastewater Treatment Plant Operator

- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and three years of experience including two years of supervisory or lead worker experience, in wastewater treatment/collections systems operations or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Possession of a valid Class B Commercial Driver's License with Tanker endorsement.
- ADEQ wastewater treatment Grade 3 certification or Grade 2 with the ability to obtain a grade 3 within 6 months.
- ADEQ wastewater collections certification Grade 2

Required Knowledge of:

- Materials, practices and equipment used in wastewater system maintenance and repair activities.
- Principles and practices of effective employee supervision.
- Occupational hazards and safety precautions regarding equipment operations.
- Policies and regulations regarding work place safety.
- Proper operations of wastewater treatment/collection equipment.
- Wastewater quality compliance standards at the state and federal level.
- Wastewater sampling procedures.
- State utility "Bluestake" location policies and procedures.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, contractors, vendors, suppliers and the general public.
- Plan and direct the work of other staff.
- Analyze and solve complex problems.
- Maintain written records.
- Read and interpret system maps and as-built plans.
- Use various power and hand tools.
- Operate heavy motorized vehicles and equipment.
- Communicate effectively, both orally and in writing.

Physical Demands / Work Environment:

- Work is performed primarily in an outdoor work environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. May be exposed to heavy equipment and machinery, extreme weather conditions, hazardous chemicals, or infectious diseases. May be required to work in confined spaces. May be required to climb ladders to work at various heights.

JOB DESCRIPTION

Wastewater Treatment Plant Operator

Core values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation

| Classification | Adopted | Revised | Retitled | Class Code / Range | FLS Designation | Step |
|------------------|---------|---------|-------------------------------------|--------------------|-----------------|------|
| | 7/2016 | 6/2016 | Utilities Operations Specialist | 24 | Non-Exempt | |
| Revisions | 1/2018 | 1/2018 | | | | |
| Revisions | 12/2022 | 12/2022 | Wastewater Treatment Plant Operator | 27 | Non-Exempt | |

APPROVED:

Human Resources

DATE:

11/28/2023