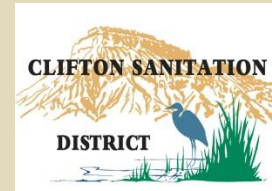


Job Title: Wastewater Treatment Plant Operator
Reports To: District Manager
FLSA Status: Non-exempt \$16.76 – \$33.11 per hour
Date: August 26, 2020



I. Job Summary:

To perform duties in operating all mechanical and biological processes of the wastewater treatment plant; to ensure compliance with District and mandated wastewater treatment quality standards; to monitor and maintain plant and system operation records; and to perform a variety of duties relative to assigned area of responsibility and in general any other tasks assigned to that individual by the Manager. Specifications are **not** intended to reflect all duties performed within the job.

II. Essential Job Functions: Include the following:

- A. This position requires weekend on-call which would include one or two hours of routine checks of equipment.
- B. Operate and supervise operations of all mechanical and biological process throughout the wastewater treatment plant and collection system to maintain effluent quality within State and Federal standards and guidelines.
- C. Obtain wastewater collections and wastewater licenses as required.
- D. Respond to emergency calls as required in less than 30 minutes.
- E. Recommend and assist in the development of the implementation of goals, objectives, policies and priorities for assigned programs; implement approved policies and procedures.
- F. Trains and participates in the activities of workers involved in the operation, maintenance and repair of the wastewater treatment plant, laboratory and biosolids procedures.
- G. Service, repair and replace various electrical and mechanical equipment used in the plant; troubleshoots for cause of breakdown and initiates repairs.
- H. Keeps plant equipment and collection system clean and in excellent operating conditions; makes routine and general repairs or adjustments to equipment or circuits; performs all necessary work to keep structures, equipment, buildings and grounds neat and clean in appearance.

- I. Perform lawn maintenance including mowing, trimming, sprinkler repair and pump maintenance.
- J. Read and decipher engineered plans for inspecting construction projects for the District.
- K. Attend classes for continued education related to job duties.
- L. Perform other duties as assigned.

III. Qualifications: *Fulfilling the essential job facets requires that employee have the following qualifications.*

Knowledge of:

- 1. Operate, monitor, and maintain wastewater treatment plant and collection system operations and maintenance programs.
- 2. Operate equipment, tools and machines necessary to operate, repair and maintain plant equipment and facilities.
- 3. Diagnose operating problems and take effective courses of action to adjust systems according to needs.
- 4. Pertinent Federal, State and local laws, codes and regulations.
- 5. Safe work practices.
- 6. Principles and practices of program development and administration.
- 7. Perform inspections and preventative maintenance of treatment plant facilities and equipment systems.
- 8. Modern office procedures, methods and equipment including computers. Operate computer programs to control treatment processes and maintain records.
- 9. Prepare and maintain accurate records.

Ability to:

- 1. Organize work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- 2. Work independently in the absence of supervision.

3. Participate in the development and administration of program goals, objectives and procedures.
4. Communicate clearly and concisely, both orally and in writing.
5. Communicate with the public and other employees effectively.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

Five years of increasingly responsible wastewater treatment plant and collection systems operations and maintenance experience.

Training:

Equivalent to completion of the twelfth grade, supplemented by college level course work in Science, Biology, Chemistry or a related discipline.

License or Certificate:

1. Valid Colorado Commercial Drivers license (CDL B with air brake and tanker)
2. Colorado Class A Wastewater Treatment Plant Operation Certification
3. Colorado Class IV Collection System Operation Certification

Environmental Conditions:

Wastewater treatment plant environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions, work in or with water and wastewater; work on slippery surfaces; work in confined spaces.

Physical Requirements:

1. Primary functions may require maintaining physical condition necessary for sitting, walking, standing for prolonged periods of time, climbing stairs, hand/eye coordination for operation of personal computer; vision for reading and preparing reports and documents; speech communication, hearing and listening to maintain communications with employees and citizens; operating motorized equipment and vehicles.
2. While performing the essential functions of this position the employee is occasionally required to lift and/or move up to 100 pounds; routinely lift up to 50 pounds.

