

CITY OF PLATTSMOUTH

JOB DESCRIPTION

POSITION TITLE: Wastewater Treatment Plant Operator

REPORTS TO: Director of Public Works

SUPERVISES: N/A

PURPOSE OF POSITION: Under general supervision of the Public Works Director, operates, maintains the Wastewater Treatment Plant and documents all activities as required by the Public Works Director, and in compliance with rules established by regulatory entities, including the Nebraska Department of Environmental Quality and U.S. Environmental Protection Agency. Perform 24 hour stand-by duties as required for operations and maintenance and safety of facilities.

EXEMPT (Y/N): NO

ESSENTIAL FUNCTIONS:

Legend:

Very heavy: Over 100 lbs.
Heavy: 50 to 100 lbs.
Medium: 25 to 50 lbs.
Light: 10 to 25 lbs.
Sedentary: 0 to 10 lbs.

Participates in the operation and maintenance of the wastewater treatment facility.

Performs a variety of minor repairs on electrical and mechanical equipment, including controllers, switching gears, recording devices, mixing and clarifying equipment.

Makes rounds of the plant to assure that the equipment is operating properly.

Monitors wastewater flow and treatment through the plant.

Takes samples for laboratory analysis and performs standard tests.

Reads and changes charts and maintains plant records.

Uses paper, computer, various office machines to prepare required reports.

Hauls sludge and applies it to designated grounds.

Maintains required wastewater operator's license(s) as may be required now and in the future.

Participates in the reading of water meters, and other service work.

Assists in the operation and maintenance of the water and wastewater distribution systems along with lift stations and booster stations.

MARGINAL FUNCTIONS:

Does yard work, operates push and tractor mowers, sprays weeds, fertilizes lawn(s).

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of the principles, practices and operations of a wastewater treatment plant.

Knowledge of the methods, equipment, materials and tools used in repair of plant equipment.

Skill in use of tools required for plant repair and operation of sludge hauling vehicle.

Ability to inspect and diagnose plant repair needs.

Ability to retrieve data, maintain records and make reports, using paper, pencil, ink, computer, or other relevant tools.

Ability to communicate effectively with coworkers, other city staff, the public, and supervisors.

Knowledge of and ability to apply emergency and/or evacuation procedures and applicable federal and state standards concerning occupational hazards, employee safety and other safety precautions.

Knowledge of the materials, procedures, methods and practices utilized in various public works activities, i.e. construction, street maintenance, sewer operation, traffic flow, water distribution systems, plumbing and electrical repair and installations.

Knowledge of and ability to operate vehicles, machinery, equipment and tools pertaining to duties performed.

Knowledge of and ability to perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.

Knowledge of and ability to perform accurate mathematical calculations such as addition, subtraction, multiplication and division, using a calculator, ten-key adding machine or manually.

Knowledge of the geography of the city, the water district and the sewer district.

Knowledge of city responsibilities and ability to use independent judgment in the performance of duties.

Ability to apply mathematical computations as applied to standard construction formulas.

Ability to accurately read and interpret technical sketches, blueprints, construction plans, construction as-builts, and instructional manuals.

Ability to accurately prepare and maintain various records, reports and other departmental documents.

Ability to deal with the general public in a courteous and tactful manner.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to operate standard office equipment.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the general public, other employees, and municipal officials.

Ability to write the English language to complete work tickets, memoranda, complete training documents, certification tests, confined space entry permits, and other correspondence.

Ability to use hand and power tools to assist in the installation of water and sewer mains, fire hydrants, manholes, and valves.

Ability to use hand and power tools to assist in the installation and removal of large pumps and motors.

Ability to use high velocity sewer cleaning equipment to assist in the maintenance of sewer mains.

Ability to operate heavy construction equipment, such as backhoes, dump trucks, and loaders.

Ability to operate heavy construction tools, including, but not limited to, jackhammers, hydraulic pipe cutters, saws, and others.

Ability to use shooter shovels, round point shovels, and square shovels, to dig holes for extended time duration.

Ability to use brooms, mops, hand and light power tools to perform routine building maintenance, sweep and mop floors, make minor repairs.

Ability to use harnesses, ladders, manlifts, blowers powered by gas generator, portable lights, battery-operated gas monitors, and other tools to enter confined spaces and perform work in sewer manholes and sewer lift stations.

Ability to use ladders, hand tools, shovels, battery-operated power saws and pipe cutters, to enter trenches up to 20 feet deep to perform water and sewer main and service line repairs and replacement.

Ability to operate light and heavy trucks to drive to/from areas of operations, city facilities, on and/or off streets.

Ability to stock, clean, arrange tools in work trucks.

Ability to assist in the maintenance and/or repair of water and sewer mains after hours, on weekends, and holidays.

Ability to operate a motor vehicle and/or walks streets, sidewalks, into and out of yards, including back yards, to operate battery-operated meter readers.

Ability to lift and carry traffic barricades weighing up to thirty pounds and stacks of traffic cones to place them for traffic control.

Ability to read memoranda, reports, statistics, training and/or operational manuals, to perform daily tasks and to attend training.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Must possess a valid motor vehicle drivers license.
2. Graduation from high school or have obtained a General Equivalency Diploma (GED).
3. Must obtain a Nebraska Plant Operator Certification Grade II or I is required for this position, with a Grade I certification to be obtained not later than the end of the twelfth month of employment and a Grade II certification to be obtained not later than the end of the twenty-fourth month of employment.
4. Must maintain certifications currently required or as may be required in the future by regulatory authorities or by the employer.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is generally performed outdoors and requires a considerable amount of strenuous physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing.

All of the following physical demands may be necessary with or without assistance:

Frequently walking in manholes, fields, on asphalt, in mud, grass, creeks, and on the streets.

Sits to drive equipment, during meetings, and when doing paper work.

Lifts any or all of the following: barricades up to 30 pounds; meters up to 25 pounds; manhole covers up to 60 pounds; cutting saw 30 pounds; water pumps up to 80 pounds; water and sewer PVC pipe of various lengths, 10 to 100 pounds; jackhammer up to 90 pounds.

Carries valves weighing at least 75 pounds.

Reaches up on shelves to get tools and reaches behind back to retrieve tools while in sewer.

Handles ratchets, nuts and bolts, meter tools, all require fine dexterity and fine motor skills.

Crouches, crawls, bends, to repair water breaks, when changing meters, when repairing and/or installing pipe below ground and/or in trenches.

Climbs, with safety harness, water tanks 25 feet or more and climbs out of sewer and water break trenches.

Balances to walk on water pipes and climbing ladders.

Twists to retrieve tools from trucks, repair water and sewer breaks, repairing meters, repairing and/or installing pipe below ground and/or in trenches.

Kneels to repair water or sewer leaks, meter leaks, change outs, repair breaks, when changing meters, when repairing and/or installing pipe below ground and/or in trenches.

Vision is sufficient to read, to identify tools and equipment, to avoid hazards in the work area; to safely operate motor vehicles, heavy equipment and hardware, hand tools and hardware, detailed and/or fine installation of small parts.

Drives or operates equipment, uses shovels or other foot controlled equipment.

Runs to or away from emergencies.

Stamina is sufficient to fulfill daily duties.

The incumbent must have the ability to transport him/herself to and from various locations throughout the city and within City Hall. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, moderate to loud noise and inclement weather conditions.

An incumbent must have the ability to lift up to 60 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving

mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed. Any or all work may be performed in or around various potentially dangerous environmental factors, including chlorine, raw sewage, natural gases, equipment fumes, around heavy equipment, trench cave ins, and water line blow outs.

Work requires extensive interaction with the general public and may be stressful when dealing with irate citizens.

Regular and reliable attendance is required.

Pre employment drug screening is required.

The City of Plattsburgh is an at will employer. This job description is a general summary; it is not an all inclusive list of job duties. Employees will be called upon to complete other duties as assigned. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

COMPENSATION:

Compensation and benefits are established annually and are subject to revision by the Plattsburgh City Council.

Employee Signature Date

Director of Public Works Signature Date

Employee Position Description Approved for Use:

Signature Date June 13, 2017