



## WASTEWATER OPERATOR - IN - TRAINING

<b>Department:</b> Utilities	<b>FLSA Status:</b> Non-Exempt
<b>Division:</b> Wastewater	<b>Job Status:</b> Non-Bargaining Unit
<b>Reports to:</b> Wastewater Superintendent	<b>Location:</b> WWTP
<b>Prepared by:</b> Wastewater Superintendent	<b>Approved by:</b> Plymouth Common Council
<b>Date:</b> February 16, 2017	<b>Date:</b> February 28, 2017

### GENERAL DESCRIPTION

This entry-level position is responsible for performing various semi-skilled and skilled tasks in the operation and maintenance of the city's wastewater treatment facilities. An operator-in-training has passed the Basic General Wastewater Exam and Basic Subclass Exam. The work is performed under the supervision of the Wastewater Superintendent.

### JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

#### Examples of Essential Job Functions

- Operates and maintains pumps and control panels for wastewater process equipment.
- Operates and maintains bar screen and grit removal system.
- Operates and maintains activated sludge process.
- Operates and maintains anaerobic sludge digesters.
- Operates and maintains tertiary filters and ultraviolet light disinfection system.
- Operates and maintains gas cleaning and compression equipment and micro-turbines.
- Performs daily recordkeeping.
- Collects daily control and process samples, performs chemical and physical tests to determine wastewater characteristics and records test results.
- Sets up sampling equipment and collects samples from industrial monitoring manholes.
- Operates sludge transfer pumps and sludge hauling vehicle.
- Must work weekends and holidays on a rotating basis among other wastewater operators.
- Performs custodial and maintenance duties necessary to keep the buildings and grounds clean (including sweeping and mopping floors, miscellaneous cleaning and painting, snow removal, and mowing).

### OTHER DUTIES

- Landfill groundwater sampling.
- Works outside of normal work hours when necessary on an occasional basis.
- Ability to work safely and attend training sessions.
- Other duties as necessary.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read, analyze, and interpret general wastewater periodicals, professional journals, technical procedures or government regulations. Ability to effectively present information and respond to questions from groups of employees, supervisors, customers, and the general public.
- Ability to calculate figures and amounts such as concentrations, mass loadings, pump rates, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.
- Ability to work with calculators, computers, hand and power tools, pumps, and process equipment.
- Ability to use computer software such as MS Word, MS Excel, SCADA and HACH WIMS.
- While performing the duties of this job, the employee is regularly required to stand, reach with hands and arms, use hand to finger, and talk or hear.
- Required to handle or feel objects or controls, to sit, walk, kneel or crouch, climb or balance, and smell.
- Required frequently to lift and carry up to 20 pounds and occasionally lift and carry up to 100 pounds.
- Vision requirements include close, color, peripheral, depth perception, and the ability to adjust focus.

## EDUCATION AND TRAINING

- Associate's degree or equivalent from two-year college or technical school in wastewater treatment or equivalent combination of education and experience.
- The Subclass needed in Plymouth is:
  - Laboratory L-Laboratory
- Possess and maintains a valid Wisconsin commercial driver license (CDL) Class B with endorsement N.
- Possesses and maintains a valid Wisconsin Wastewater Operator's certification.
- Required to live within 15 miles from the nearest corporate boundary of the City within 12 months of hire.

## WORKING CONDITIONS

- Frequently outside in weather conditions.
- Frequently exposed to sewage, sludge, and wastewater treatment chemicals.
- Occasionally works in confined spaces and in high, precarious spaces.
- Exposure to fumes, heat, and rises of engulfment and electrical shock.
- Noise levels are occasionally moderate to loud.

**Disclaimer:** The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.