

**City of Waxahachie
PERSONNEL REQUISITION FORM**

Department Name: Wastewater Treatment Plant Dept. Number: 780

Job Title: Utility Plant Operator or Trainee

Range: 210 / 207 Starting Salary: \$17.592 -Plant Operator Job Description Number: 780-01
\$ 14.91 - Plant Operator Trainee

Job Description Summary:

To perform various tasks related to the maintenance and operation of a wastewater treatment plant: to ensure work quality and adherence to established policies and procedures; and to perform technical tasks relative to the assigned area of responsibility.

(Copy of job description, including essential job functions and minimum qualifications is attached.)

Normal working hours and days: 8 Hour Shifts

Plant Operates 24/7/365

Explain any overtime or on-call duty associated with this position: Overtime as Needed

Specify the last date you wish to receive applications: Until Filled

INTERNAL APPLICATIONS SHOULD BE SUBMITTED TO HUMAN RESOURCES

**(All applications will be accepted through the Texas Workforce Commission, PLEASE, NO EXCEPTIONS).
Only those applicants who meet the minimum qualifications will be considered.**

Signature of Supervisor: _____ Date: _____
(if applicable)

Signature of HR Director: [Signature] Date: 10/23/17

Signature of Dept. Director: [Signature] Date: 10/24/17

Signature of City Manager: [Signature] Date: 10.23.17

For Use By HR Dept.

Reason for vacancy: Backfill - J Linville

PRF Received: _____ Contact TWC: _____ Contact Other: _____ Posted: _____

Date Filled: _____ By Whom: _____ Salary: _____

Any applicant requiring an accommodation in any phase of the application process for the position sought must notify the Human Resource Office at the time the application is submitted.

WASTEWATER TREATMENT PLANT OPERATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform various tasks related to the maintenance and operation of a wastewater treatment plant; to ensure work quality and adherence to established policies and procedures; and to perform technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Wastewater Treatment Plant Operator series. Employees within this class are distinguished from the Wastewater Treatment Plant Operator Trainee by the performance of the full range of duties as assigned including the ability to operate the plant without supervision. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the wastewater treatment plant. Employees in this class are required to be fully trained in all procedures related to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Wastewater Treatment Plant Superintendent and operational supervision from the Wastewater Treatment Plant Senior Operator.

May exercise technical and functional supervision over lower level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform inspections of the wastewater treatment plant and facilities; monitor and document plant operations; read plant equipment gauges, dials, graphs and other instrumentation; operate and adjust treatment plant pumps, valves, motors and other equipment to maintain appropriate plant operations.
2. Collect samples; perform a variety of routine wastewater quality laboratory tests; perform process control testing including, but not limited to; dissolved oxygen, settleability, microscopic evaluation, chlorine residual, MLSS, MLVSS, NH₃N test and/or other process control test deemed necessary. Perform tests required by the TCEQ issued Discharge Permit to assure plant compliance.
3. Assist in ordering equipment and supplies as required.

Wastewater Treatment Plant Operator (Continued)

4. Using SCADA and visual means, monitor levels in lift stations, bar screens, pump operations, pump run times and operational aspects of the wastewater treatment plant.
5. Start and stop plant operations as required and operation of wastewater plant during all flow conditions.
6. Prepare and submit required reports; make corrections and repairs to equipment and resolve such problems as they arise; check all operating equipment for proper operation; perform plant cleaning and servicing functions; maintain plant grounds; conduct visitor tours as needed; collect samples; monitor computer and interrogate SCADA system to determine plant and lift station operations, appropriately respond to alarms and changing conditions; perform various clerical tasks as necessary.
7. Operate various wastewater treatment equipment and machinery including vehicles, lawn mowers, belt press, polymer injection systems, lab equipment, chlorinator, hand tools and power tools, filters, mop, buffer, spray painter, grease gun and miscellaneous office equipment.
8. Communicate shift activities and concerns pertaining to plant, lift station operations or problems in the daily log and with the relieving operator. Communicate wastewater quality problems and/or equipment problems to the Plant Superintendent and Senior Operator.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of treatment plant operations and maintenance.
2. Perform related duties and responsibilities as required.
3. Attend and participate in regularly scheduled operations and safety meetings.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive treatment program.
Methods and techniques of wastewater treatment plant operations.
English usage, spelling, grammar and punctuation.
Operations, services and activities of the city.
Basic principles and procedures of record keeping.
Basic principles of chemistry, biology and mathematics.
Basic laboratory analysis techniques.
Functions and purposes of wastewater treatment systems.
Operational characteristics of mechanical and hydraulic equipment found in wastewater treatment plants and lift stations.
Properties of hazardous chemicals used in the treatment of wastewater.
Methods and techniques of preventive maintenance related to equipment and machinery.
Pertinent Federal, State and local laws, codes and regulations.

Wastewater Treatment Plant Operator (Continued)

Ability to:

Interpret and apply Federal, State and local policies, laws, and regulations.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Interpret, explain, and enforce departmental policies and procedures.
Operate and maintain wastewater treatment plant's equipment.
Read and interpret gauges and other recording devices at waste water treatment plant and facilities.
Take samples and perform routine laboratory tests.
Recognize and react to treatment process changes and demands.
Interpret and explain city policies and procedures.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *recognizing and responding to questions*
- *reading and recording numerical data*
- *speaking in a clear, audible voice*
- *monitoring assigned activities and operations*
- *operating assigned equipment.*

Maintain mental capacity which permits:

- *making sound decisions and using good judgement*
- *analyzing and evaluating data and trends*
- *reading and interpreting meters and gauges and responding appropriately*
- *answering questions*
- *demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing or sitting for extended periods of time*
- *climbing ladders or stairs*
- *lifting or carrying moderate to heavy objects*
- *operating assigned equipment.*

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 the knowledge and abilities would be:

Experience:

One year of Wastewater Treatment Plant operations and maintenance experience.

Training:

HS diploma or GED supplemented by specialized training in Wastewater Treatment Plant operations.

Wastewater Treatment Plant Operator (Continued)

License

Possession of, an appropriate, valid Texas driver's license.

Possession and maintenance of, an appropriate, valid Class "C" Wastewater Treatment Operators License issued by the TCEQ

WORKING CONDITIONS

Environmental Conditions: Wastewater treatment plant environment; exposure to potentially hazardous chemicals; work with wastewater; irregular work hours; waste and infectious materials; potentially hazardous equipment, work outside under adverse weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; general manual dexterity; operating motorized equipment and vehicles; climbing with both legs and arms; lifting and carrying moderate to heavy objects.

WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform various tasks related to the maintenance and operation of a wastewater treatment plant; and to assist with the performance of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Wastewater Treatment Plant Operator series. This class is distinguished from the Wastewater Plant Operator by the performance of the more routine tasks and duties assigned to positions within the series including operating the wastewater treatment plant only under direct supervision. Since this class is an entry level class, employees have no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Wastewater Treatment Plant Superintendent and operational supervision from the Wastewater Treatment Plant Senior Operator.

Exercises no supervision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties will be carried out under the direct supervision of an operator with a minimum of C Wastewater Treatment License issued by TCEQ and may include, but are not limited to, the following:*

Essential Functions:

1. Assist with the performance of inspections of wastewater treatment plant and facilities; monitor and document plant operations; read plant equipment gauges, dials, graphs and other instrumentation; operate and adjust treatment plant pumps, valves, motors and other equipment to maintain appropriate plant operations
2. Collect samples; assist with the performance of process control testing including, but not limited to, pH, DO, paint filter tests, transmissibility, solids testing such as settable solids and MLSS.
3. Assist with the ordering of equipment and supplies.
4. Assist with monitoring flows, sludge levels, and ultra violet (uv) light disinfection process.
5. Assist with the starting and stopping of plant operations as necessary

CITY OF WAXAHACHIE

Wastewater Treatment Plant Operator Trainee

6. Assist in checking and making adjustments to operational equipment as needed to maintain proper plant operation; perform plant cleaning and servicing functions; maintain plant grounds; collect samples; monitor computer and interrogate SCADA system to determine plant operations, appropriately respond to alarms and changing conditions; perform various clerical tasks as necessary.
7. Assist with the operation of various wastewater treatment equipment and machinery including vehicles, lawn mowers, belt press, lab equipment, chlorinator, hand tools and power tools, filters, mop, buffer, spray painter, grease gun and miscellaneous office equipment.
8. Assist and operate solids handling and disposal process; operate and maintain all equipment used to process and dispose of plant solids such as polymer injection system, belt press operations, solids pumping and transfer.
9. Attend and participate formal and informal training classes related to wastewater treatment.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of treatment plant operations and maintenance.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic Operations, services and activities of a wastewater treatment program.
English usage, spelling, grammar and punctuation.
Operations, services and activities of the city.
Basic principles and procedures of record keeping.
Basic principles of chemistry, biology and mathematics.
Basic laboratory analysis techniques.
Functions and purposes of wastewater treatment systems.
Properties of hazardous chemicals used in the treatment and wastewater.
Methods and techniques of preventive maintenance related to equipment and machinery.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Interpret and apply Federal, State and local policies, laws, and regulations.
Understand and follow oral and written instructions.
Operate and maintain wastewater treatment plant's equipment.
Read and interpret gauges and other recording devices at wastewater treatment plant and facilities.
Take liquid samples and perform routine laboratory tests.
Recognize and react to treatment process changes and demands.
Interpret and explain city policies and procedures.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Revised May 2014

CITY OF WAXAHACHIE
Wastewater Treatment Plant Operator Trainee

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *recognizing and responding to questions*
- *reading and recording numerical data*
- *speaking in a clear, audible voice*
- *operating assigned equipment.*

Maintain mental capacity which permits:

- *making sound decisions and using good judgement*
- *analyzing and evaluating data and trends*
- *reading and interpreting meters and gauges and responding appropriately*
- *answering questions*
- *demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing or sitting for extended periods of time*
- *climbing ladders or stairs*
- *lifting or carrying moderate to heavy objects*
- *operating assigned equipment.*

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 the knowledge and abilities would be:

Experience:

No experience necessary. Must be able to read, write and use math skills to work with complicated formulas, equipment, chemicals, etc. under safe conditions.

Training:

HS diploma or GED. Preference may be given for successful completion of studies in biology, chemistry, physics, or wastewater treatment training classes.

License

Possession of, an appropriate, valid Texas driver's license.

Ability to obtain, a valid Class "D" Wastewater Treatment License issue by the Texas Commission on Environmental Quality (TCEQ) by the end of the orientation period.

Ability to obtain, a valid Class "C" Wastewater Treatment License issued by the TCEQ within 18 months of employment.

WORKING CONDITIONS

Environmental Conditions:

Wastewater treatment plant environment; exposure to potentially hazardous chemicals; irregular work hours; waste and infectious materials; potentially hazardous equipment.

CITY OF WAXAHACHIE
Wastewater Treatment Plant Operator Trainee

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; general manual dexterity; ability to distinguish color; operating motorized equipment and vehicles; climbing with both legs and arms; lifting and carrying moderate to heavy objects.