

## **POSITION DESCRIPTION**

Class Title: Wastewater Treatment Plant Operator Class III, Class II, Class I

Department: Water/ Wastewater Treatment

Grade: W/WW - III  
W/WW - IV  
W/WW - V

Date: 02/11/2003

Revised: 01/01/2005  
01/30/2014  
8/12/2019

### **GENERAL PURPOSE**

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of wastewater treatment facilities and systems.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Water/Wastewater Treatment Superintendent.

### **SUPERVISION EXERCISED**

None generally. May serve as a lead worker over lower level operators or maintenance workers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Monitors the performance of all equipment, gauges and charts in the water treatment plant stations; Records statistical data concerning plant operations; Maintains, operates, repairs and replaces equipment as necessary; Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the water/wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and Federal clean water requirements; Gathers and tests wastewater samples for plant efficiency reports as required. Monitors water quality and turbidity, and checks chlorine and fluoride levels and any other chemical tests mandated by the state of Georgia.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Assures that plant operates within required standards and design limits.

Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by the lab.

Calibrates, modifies or repairs instrumentation and control equipment including recorders, flow-meter and other water quality monitoring equipment.

Performs other related duties as assigned.

### **PERIPHERAL DUTIES**

Serves on various employee or other committees as assigned.

Maintains the drawings and schematics of electrical and other systems in the treatment plant.

Monitors performance of electrical systems, circuits or equipment of the treatment plant.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Graduation from high school education or GED equivalent, and, supplemented by two (2) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and

(B) Two (2) years of experience in a wastewater utility, or

(C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

(A) Working knowledge of equipment, facilities, materials, methods and procedures used in water/wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;

(B) Skill in operation of some of the listed tools and equipment.

(C) Ability to perform process control calculations; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

## **SPECIAL REQUIREMENTS**

Valid Georgia State Drivers License.

Georgia State License and ability to achieve per the following schedule:

Class III – within 1 year of appointment.

Class III / LAB – within 18 months of appointment

Class II – within 36 months of appointment

Class I – upon completion of all courses and passing grade on State Certification Exam.

## **TOOLS AND EQUIPMENT USED**

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally

works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date: 02/11/2003

Revision History:

Revised: 01/01/2005  
01/30/2014  
08/12/2019