



Title: Waste Water Plant Operator

FLSA Status: Non-Exempt

SAFETY STATUS: Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to ensure the proper operation of the wastewater treatment plant. This is accomplished by running lab tests, washing clarifiers, and removing and disposing of sludge properly. Other duties include adjusting and maintaining equipment, inspecting lift stations, and mowing all areas around plants and stations.

REPORTS TO:

This position reports to the Assistant Water/Wastewater Superintendent.

SUPERVISES:

Supervises Wastewater utility workers in absence of Asst. Water/Wastewater Superintendent.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Monitors plant operations by observing plant processes; ensuring plant meets state parameters; taking daily readings from wastewater plant; running various lab tests; sending samples to commercial labs for additional testing and bio-monitoring for state reporting; cleaning clarifiers; and moving sludge to drying beds before disposing of it in special containers.	75%
2	M	Performs plant maintenance by checking pumps, couplings, controls, and oil levels regularly; conducting repairs and adjustments; keeping records of daily inspections; examining lift stations and plants for electrical problems; and mowing outside of plants and lift stations as needed.	25%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years required.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Direction: Within this job, the employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. The employee has some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Class C driver's license, Class C Waste Water license issued by TCEQ; Class B preferred.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	observing work site, observing work duties, communicating with co-workers
Sitting	O	desk work, driving
Walking	C	around work site
Lifting	F	supplies, equipment
Carrying	F	supplies, equipment
Pushing/Pulling	F	file drawers, equipment, hose
Reaching	F	for supplies
Handling	F	paperwork
Fine Dexterity	F	computer keyboard, calculator, telephone pad, calibrating equipment
Kneeling	F	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	F	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	O	under equipment
Bending	F	filing in lower drawers, retrieving items from lower shelves/ground, making repairs
Twisting	F	getting inside vehicle
Climbing	F	ladders, stairs, step stool, onto equipment
Balancing	F	on ladders, on step stool, on equipment
Vision	F	driving, observing work site, reading
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	F	driving, operating heavy equipment
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Mower, tractor, front-end loader, edger, sludge dewatering box, pumps, hand tools

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	F
Electrical Hazards	O
Fire Hazards	R
Explosives	N
Communicable Diseases	C
Physical Danger or Abuse	C
Other (see 1 below)	N

(1) N/A

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	W
Noise and Vibration	W
Wetness/Humidity	W
Physical Hazards	W

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, gloves, steel-toe boots, safety glasses, mask, body suit, Safety Vest

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-		-Frequency-
Time Pressure		O
Emergency Situation		O
Frequent Change of Tasks		R
Irregular Work Schedule/Overtime		R
Performing Multiple Tasks Simultaneously		F
Working Closely with Others as Part of a Team		F
Tedious or Exacting Work		F
Noisy/Distracting Environment		F
Other (see 2 below)		N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.