

JOB TITLE: Wastewater Treatment Plant Operator

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DEPARTMENT: Wastewater Treatment Plant, City of Tallapoosa

JOB SUMMARY: This position is responsible for operating a wastewater treatment plant, monitoring the operations of sewage pumping stations, and operating a belt press.

MAJOR DUTIES:

- o Operates a wastewater treatment plant; maintains compliance with relevant federal and state laws.
- o Monitors the performance of machinery and equipment used to control the treatment process; checks return sludge flow and runs the sludge press and equipment used in the disposal of bio-solids.
- o Collects wastewater samples and performs such standard tests as biochemical oxygen demand, dissolved oxygen, suspended solids, and p.H. analysis.
- o Maintains daily logs and records of belt press operations; fills out and submits monthly reports as required.
- o Works in the laboratory; analyzes wastewater samples taken at different stages of the treatment process by performing standard chemical, bacteriological, and physical examinations.
- o Maintains records of test results and prepares sample analysis reports; calibrates and maintains laboratory equipment.
- o Monitors the treatment process and makes adjustments as indicated by current conditions.
- o Inspects and monitors pumping station operations.
- o Performs preventive and corrective maintenance on equipment; lubricates equipment; replaces or repairs pumps and cleans tanks and filters.
- o Performs routine cleaning of equipment and work areas, including the plant building and surrounding grounds.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of wastewater treatment and laboratory processes.
- o Knowledge of mathematics and basic biology and chemistry.

Wastewater Treatment Plant Operator, Wastewater Treatment Plant

Page 2

- o Knowledge of sewage pumping station and sludge press operations.
- o Knowledge of state wastewater treatment guidelines and procedures.
- o Knowledge of land application systems.
- o Skill in reading various meters used in the wastewater treatment process.
- o Skill in operating such water pollution control equipment as centrifuges, spectrophotometers, vacuum pumps, and air compressors.
- o Skill in operating computers.
- o Skill in operating laboratory equipment.
- o Skill in the use of basic hand tools.
- o Skill in maintaining accurate records.
- o Skill in the maintenance and repair of lift stations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Wastewater Treatment Plant Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for accuracy and compliance with established procedures.

GUIDELINES: Guidelines include state and federal laws and regulations dealing with wastewater treatment, state E.P.D. discharge permits, operation and maintenance manuals, standard laboratory testing methods, and city codes. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in operating a wastewater treatment plant. The need to maintain the plant as well as several pumping stations contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to operate a wastewater treatment plant and monitor the operations of pumping stations. Successful performance helps ensure the safe processing of wastewater and compliance with state and federal regulations.

PERSONAL CONTACTS: Contacts are typically with co-workers, state wastewater treatment regulatory officials, other laboratory analysts, other city employees, delivery personnel, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools and equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office, outdoors, or in an equipment building. The employee is exposed to dust, dirt, grease, machinery with moving parts, irritating chemicals, raw sewage, and infectious diseases. The work may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.