



Position Description
WASTEWATER OPERATOR I

Department: Public Works

Reports To: Wastewater Plant Supervisor

FLSA: Non-exempt

Purpose of Position

Under general supervision of the Wastewater Plant Supervisor, operates and maintains the wastewater treatment plant, pump stations, and related equipment meeting the regulations established by the federal, state, and local authorities. Performs sample collection, testing, recording and interpretation of laboratory analysis.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all duties of a Wastewater Treatment Operator I.
- Assures proper operation of the wastewater treatment plant, including daily maintenance such as cleaning clarifiers, filters, and screens.
- Inspects process units including gauges and meters; records meter readings; inspects pumping stations and alarm systems.
- Collects samples, performs, and arranges testing as provided by City, State, and federal law, and records laboratory test results of the samples.
- Cleans tanks, pits, buildings, pumps, distributor arms and other various equipment.
- Performs duties relating to building and grounds maintenance.
- Assists with sludge disposal and application, and transports grit to landfill.
- Attends safety and regional meetings and seminars as needed to retain or further his/her certification.
- Assists with installation and repair of pumps, valves, piping and other equipment; assists service personnel with repairs.
- Provides information, answers questions, and responds to inquiries regarding wastewater treatment plant operations to the public.
- Assists other City departments as directed and/or required.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Exhibit a high level of competency in the operation of light to medium construction and maintenance equipment.
- Assists with snow removal as directed and/or required.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

High school diploma or G.E.D., or associate's degree or equivalent; or twelve months to two years related experience or training; or equivalent combination of education and experience.

Preferred Education or Experience Required

High school diploma or G.E.D., or associate's degree or equivalent; or two to three years related experience or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Valid Class B Commercial Driver's License (CDL) with tanker and air brakes endorsements issued by the State of Iowa.
- State of Iowa, Wastewater Treatment Plant Operator Grade 1 certificate must be gained and maintained within two (2) years from the date of hire.
- Reside within forty-five minutes of the wastewater treatment plant within the first six months of employment.

Knowledge, Skills, Abilities

- Ability to follow written, verbal or diagrammatic instructions utilizing several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to read and interpret gauges; ability to copy figures from one record to another.
- Ability to use a mobile radio and a telephone.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Knowledge of the principles and procedures involved in wastewater treatment plant operations; knowledge of the operation of mechanical and electrical equipment.
- Knowledge of relevant federal, State and local regulations regarding wastewater treatment; knowledge of occupational hazards and safety precautions associated with the operation of the wastewater treatment plant, tools and equipment.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical ends.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to utilize a variety of advisory data and information such as productions reports, lab results, charts, schedules, activity logs, chemical reports, blueprints, diagrams, lab manuals, equipment repair and operating manuals, maps, Iowa DNR regulations, procedures and guidelines.
- Ability to communicate orally and in writing with customers, utility personnel, and Iowa DNR personnel.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose hand tools, protective clothing, safety equipment, trucks and attachments, car/light truck, general purpose maintenance equipment, tractor, endloader, mower, air compressor, sewer cleaning equipment, pumps, saws, ladders, pick-axe, generator, measuring equipment, sledgehammer, winch, hoses, oils, hydraulic tools, concrete/asphalt tools, pH meter, thermometer, calculator, telephone, mobile radio, DNR rules.

Supervision

None.

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 stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or move up 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Department Head

Date

City Administrator

Date

