



## City of Mason Job Description

### Waste Water Treatment Plant Operator

<b>Department:</b>	Waste Water Treatment Plant
<b>Supervised By:</b>	Department Superintendent
<b>Supervises:</b>	None
<b>Bargaining Unit:</b>	None
<b>FLSA:</b>	Exempt
<b>Status:</b>	Full-time

#### **General Summary:**

The Waste Water Treatment Plant Operator is under the general supervision of the Waste Water Treatment Plant Superintendent. Duties include operation and maintenance of pumps, clarifiers, aeration tanks, digesters, and all other waste water treatment plant equipment, including pumps, compressors, valves, and piping. Performs waste water sampling and laboratory analyses to ensure compliance with all Federal, State and Local regulations and documents a variety of data for reports and records. Performs other duties needed for the effective and efficient operation of the Waste Water Treatment Plant.

#### **City of Mason:**

More than any other criteria the City of Mason values candidates that are the best fit for our organization.

- Our Mission: We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- Our Vision: The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- Our Values: We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Takes samples of sewage to perform a variety of laboratory analysis, following USEPA approved methods, apparatus and techniques for the purpose of compliance and monitoring plant operations.
2. Prepares chemical reagents, cleans laboratory glassware and apparatus for the necessary tests, and performs analysis in the laboratory in a neat and orderly fashion.
3. Performs mathematical calculations needed for data analysis of the samples and operational reports.
4. Directs raw sewage through various waste water treatment plant processes to reduce the amount of solids, chemicals and pathogenic bacteria in final effluent.

5. Removes grit and screenings from the headworks, removes scum from clarifiers for final processing and disposal.
6. Processes and transfer of sludges to digesters and storage tanks,
7. Operates waste water treatment plant equipment and performs adjustments deemed necessary.
8. Reads meters and gauges to collect and document operational data.
9. Performs preventative maintenance on waste water treatment plant equipment.
10. Cleans and unclogs pumps, valves and piping used to control wastes and waste flow.
11. Performs building maintenance.
12. Performs grounds maintenance.
13. Operates equipment from the motor vehicle pool.
14. Assists in waste water treatment plant projects.
15. Assists other departments when necessary.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a High School degree from an accredited school or a G.E.D. equivalent.
- A valid Michigan driver's license is required along with Class "B" CDL with air brake and tanker endorsements or the ability to possess one within six months from the date of hire.
- Reasonable knowledge of the operation and maintenance of electrical, mechanical equipment, tools, and related apparatus used in a waste water treatment plant.
- Some knowledge of laboratory analysis and the methods, practices and procedures related to waste water plant operations.
- Some knowledge of public health and safety regulations relating to waste water treatment plant operations.
- Ability to understand and follow oral and written instructions.
- Ability to work with laboratory equipment in conducting tests and analysis.
- Ability to compile information and prepare and maintain accurate records and reports; ability to make mathematical computations accurately.
- Ability to work effectively with other employees and the general public.

- Mechanical aptitude.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 be able complete the following physical requirements.***

- Must have good vision to perform lab tests and check equipment and machines, including color differentiation.
- Must be able to regularly lift more than 50 pounds.
- Ability to ascend or descend ladders, and the like, with ease and agility.
- Ability to maintain body equilibrium to prevent falling from precarious situations that may occasionally arise.
- Ability to lower the body to floor level and move about, kneel, crouch and crawl. Ability to extend one's arm(s) in any direction and an ability support oneself in an erect position.
- Ability to raise substantial objects from a lower to a higher position or to move objects horizontally from position-to-position.
- Ability to be subject to substantially repetitive motions of the body or its part.
- Ability to walk on wet or varied surfaces.
- Ability to exert in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

***While performing the duties of this job, the employee will be regularly exposed to the following working conditions and environmental factors.***

- Frequently exposed to outside environmental conditions.
- Frequently exposed to weather and temperature changes—as activities occur both inside and outside.
- Occasionally exposed to cold; temperatures that may be below 32 degrees for periods of more than one hour.
- Occasionally exposed to heat; temperatures that may be above 100 degrees for periods of more than one hour
- Frequently exposed to noise.

- Frequently exposed to vibration – exposure to oscillation movements of the extremities or whole body.
- Occasionally exposed to hazards, such as proximity to moving mechanical parts, electrical current, working on ladders or elevated platforms.
- Occasionally exposed to atmospheric conditions, such as fumes, odors, dusts, gases or poor ventilation.
- Constantly required to wear safety equipment, such as hard hats and leather work boots.
- Compliance with normal safety precautions necessary to prevent lost-time accidents to others. Inattention or careless operations may cause loss-time injury to others.

*The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.*