

# Job Description

**Human Resource Use  
Only**

**Position Number:**  
**Step/Grade - H**  
**Effective Date: 06/2016**

## POSITION IDENTIFICATION

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**Position Title:** Operator  
**Division:** Wastewater Treatment Facility  
**Status:** Full Time Non-Exempt  
**Normal Workweek:** Sunday-Saturday - various shifts  
1<sup>st</sup> Shift (7a.m. – 3p.m.)  
2<sup>nd</sup> Shift (4p.m. – 12a.m.) or (12p.m. – 12a.m.)  
3<sup>rd</sup> Shift (12a.m. – 8a.m.) or (12a.m. – 12p.m.)

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Assistant Superintendent and Superintendent  
**Directly Supervises:** None

## POSITION PURPOSE

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This position is responsible for diverse duties of a semi-skilled and technical nature to monitor, adjust, and maintain the liquid and solids processes to produce NPDES permit compliant effluent. The Operator performs physical rounds of the facility and observes and evaluates the processes and equipment function to make timely adjustments optimizing facility operations. Operators may work a fixed shift schedule that includes relief work on all three shifts for sickness, vacation, or other approved leave or a 2<sup>nd</sup> or 3<sup>rd</sup> shift schedule working independently, that includes weekends and holidays.

## ESSENTIAL DUTIES

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- Inspects, evaluates, and regulates the wastewater processes and equipment ensuring efficient facility operations and permit compliant effluent is produced.
- Performs physical plant rounds to: monitor flow proportional samplers and collect composite and grab samples, verify proper equipment operation, observes chemical feed, flow distribution, and check sludge blanket levels and adjust sludge pumping as necessary.
- Monitors and records pertinent operating data including, but not limited to: meter/gauge readings, seal and packing water, blanket levels, flow data, temperatures, equipment observations, and tank levels.
- Dispenses, adjusts, and documents lubricants and lubrication for equipment. Inspects and detects flaws and defects in equipment operation.
- Interprets operating data, exercises independent judgment, and recognizes and makes timely adjustments to process recirculation, sludge pumping, and chemical feed rates to optimize plant performance.
- Confers with management and other Operators on the treatment process, current operating parameters, task priorities and progress, and equipment problems.

- Monitors, documents, adjusts, and repairs flow proportional samplers and collects influent, effluent composite and grab samples, sludge samples, and process control samples at various stages of the treatment process.
- Assists maintenance staff with preventive maintenance work orders, corrective repairs, and with plant projects.
- Performs housekeeping and janitorial duties as assigned.
- Ability to perform recurring tasks independently and take the appropriate corrective action prior to and during inclement weather and when difficult or unanticipated problems occur.
- Responds and reports when called upon for plant or process emergencies, unscheduled shift vacancies, equipment repairs or unusual plant problems, which includes nights, weekends, and holidays.

## **OTHER DUTIES**

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- Rotates redundant process equipment to equalize the run time and wear on the equipment.
- Performs regular grounds keeping duties at the WWTF and sludge storage lagoons including: lawns mowing, string trimming, and push mowing, and dewatering holding beds at the sludge storage lagoons.
- Performs routine lab work with lab personnel and on weekends in their absence.
- Performs routine snow and ice removal including: snowplowing, snow blowing, shoveling, and salting/sanding as necessary.
- Prepares surfaces and performs remedial painting duties on walls, floors, buildings and equipment.
- Operator may work with and/or assist other City departments.
- Performs other utility related work as required.

## **MINIMUM POSITION QUALIFICATIONS**

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**Education:** High school diploma along with an Associates degree in Water Pollution Control, Wastewater Treatment or similar. Applicants may qualify with a combination of relevant work experience, training, or education as determined by management.

**Experience:** Previous experience working in a wastewater treatment facility is preferred.

**Certifications/Licenses:** A valid driver's license. Possession of a Wisconsin Wastewater Operators Certificate, or similar from another state is desirable.

**Other Requirements:** Understands duties and performs work tasks in a safe manner in accordance with the safety programs, policies, and protocol of the WWTF facility.

## **KNOWLEDGE, SKILLS, & ABILITIES**

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Operator must have considerable skills, knowledge and experience in the concepts, principles, and practices, as well as, the hazards found and safety precautions used in a modern wastewater treatment. This position must be familiar with basic electricity, plumbing, and instrumentation concepts and possess a working knowledge of the mechanical principles and function of pumps, blowers, and the control of wastewater equipment. This position must possess the ability to add, subtract, multiply, divide, calculate percentages and apply these abilities to the wastewater facility as needed for plant operations and have the ability to use a calculator, hand and power tools,

Operator

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telephone, hand-held radio units, and able to navigate and use a computer. This position must possess a strong mechanical aptitude and work effectively as an individual as well as with a group setting.

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## **BACKGROUND CHECKS- Condition of Employment**

### **PHYSICAL DEMANDS**

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

**Manual Dexterity:** Position requires good hand-eye coordination and manual dexterity necessary for programming HMI touch screens, samplers, SCADA computers, measuring and pipeting for lab tests, and operating motorized equipment.

**Physical Effort:** A great deal of walking is required to inspect the facility. Ascending and descending ladders and climbing up and down stairs of three to four levels is required. Will be required to stoop, kneel, bend, crouch, grab, twist, push and pull in performance of daily duties. Requires vision and hearing requirements of normal ability, or corrected by glasses and/or hearing aids. Must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

**Working Conditions:** The employee must be able to withstand all environmental conditions. Normal operations will demand exposure to extreme elements at anytime and for extended periods. The employee must be able to use appropriate safety and protective equipment in environments of hot or cold temperatures, areas of noise, vibration, chemical atmospheres, greasy and oily equipment, noxious odors, hazardous chemical locations, confined space conditions, electrical hazards, and in dealing with wastewater itself. Safety toe shoes and safety glasses are required to be worn when working at the plant.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. 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.