

WASTE WATER TREATMENT PLANT OPERATOR TRAINEE

Department: WASTE WATER TREATMENT PLANT

Supervisor: WASTE WATER TREATMENT PLANT SUPERVISOR

Class Characteristics: Under general supervision, assists in the daily operation and maintenance of the waste water plant; performs related work as required.

DEFINITION:

Performs work directly with the Superintendent of the Waste Water Treatment Plant performing daily duties of plant operations. This position requires detailed observance and attentiveness of operations. Skills in math are important for accuracy in this position. Must be able to perform normal tasks which require a high degree of comprehension and technical knowledge on your own. Daily duties include recording flow coming into and going out of the plant; running various laboratory tests as required by State permitting; perform preventive maintenance on all equipment involved in daily operations; pulling samples from ponds, creeks, and branches in various locations throughout the City; calibrating instruments in the laboratory and having a detailed understanding of their use.

Work also involves the responsibility of the FOG Program (Fats, Oils, and Greases) in monitoring businesses and restaurants' fats intake that may make its way into the sewer system. Must be able to communicate effectively with business owners and/or management in guiding their compliance with this State program. Judgment and compliance of the FOG Program is subject to procedures set by the City Manager and the Mayor and Council by way of State law. This program is based solely on the initiative of the employee to perform the functions accurately and timely.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in the daily operations and maintenance of the waste water plant in compliance with established procedures and standards, Federal and State laws, and administrative regulations.
- Assists with inspection and/or monitoring of pumps, charts, gauges, and meters daily.
- Assists with collection of waste water samples and conducting lab tests; adjusts chemicals and/or equipment as necessary.
- Adds chemicals in accordance with prescribed standards.
- Assists with preparation and maintenance of accurate reports/records
- Assists with forwarding waste water samples and reports as required by State law.
- Assists with servicing and performing preventive maintenance on plant equipment; forwards requests for major repairs and/or equipment and tools to superiors.
- Assists with maintaining adequate inventory of spare parts, chemicals, equipment, and tools.
- Assists with maintenance and cleaning of plant and grounds.
- Attends training programs to obtain licenses at each level after meeting experience requirements.
- Assists in the scheduled inspection and maintenance of sewer lines and easements.

ASSOCIATED DUTIES

- Maintain and manage the overall success of the FOG (Fats, Oils, Grease) Program for the City to include proper training, customer contact, issuing citations, and constant compliance.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent
- Possession of a valid class B driver's license
- Must have a clean criminal record
- Must be able to lift 50 lbs.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Must have the ability to obtain a Waste Water Operator Class 3 license within 1 year of acceptance of position
- Must obtain and hold FOG certification within 6 months of acceptance of position
- Ability to communicate effectively, orally and in writing, with business owners/managers, consultants, other governmental agency representatives, City Officials and the general public

KNOWLEDGE:

- Knowledge of or ability to learn waste water operations
- Knowledge of or ability to learn Federal and State laws and administrative regulations with reference to waste water treatment
- Knowledge of functions, servicing, and maintenance requirements of mechanical equipment and machinery
- Knowledge of and ability to comply with safety regulations and standards

ABILITIES:

- Ability to detect mechanical flaws and make minor repairs to plant and equipment
- Ability to collect samples and perform lab tests
- Ability to assist with preventive maintenance and servicing programs on plant and equipment
- Ability to prepare and maintain accurate reports
- Ability to assist with maintaining inventory of chemicals, spare parts, and tools
- Ability to establish and maintain effective working relationships with officers, other employees, and the general public
- Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions
- Ability to work nights and weekends as necessitated by events or circumstances
- Knowledge of and ability to use a personal computer to include Microsoft Word and Excel
- Ability to operate a tractor and implements (bush-hog, grader block, tiller, etc.)

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 and includes standing, walking, stooping, occasionally lifting and /or moving up to 50 lbs. Some work is performed outdoors regardless of weather conditions. Must be able to operate a vehicle and equipment. May be required to work in high places, requiring use of stairs or a ladder.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

CERTIFICATION REQUIREMENTS:

- As a condition of continued employment, must obtain Waste Water Treatment Plant Operator's License issued by the Georgia Board of Waste Water Operators.
- Must hold or obtain a Class B Driver's License within 6 months of employment.

ADDITIONAL: Nothing herein should be understood as all-inclusive responsibilities. Other duties may be applicable as assigned.