

City of Monett
POSITION DESCRIPTION

Monjob28

Job Title: WWTF Senior Operator
Department: City Utilities
Salary Range: Payroll – Level 7
Immediate Supervisor: WWTF Chief Operator

ESSENTIAL FUNCTIONS

- I. Sampling Related Activities 8% of Time
 - A. Maintains an awareness of the operation of the sampling equipment. Programs, troubleshoots and conducts minor maintenance as needed.
 - B. Gathers samples for laboratory use, ensuring that the appropriate samples are available.
 - C. Reads water quality samples when necessary.

- II. Processing Activities..... 10% of Time
 - A. Conducts process changes as test results dictate to achieve optimal treatment of wastewater.
 - B. Maintains an awareness of all chemicals needed for plant operation. Assures that chemical inventories are monitored and maintained.
 - C. Communicates regularly with supervisor regarding process changes. Monitors and completes daily log and completes tasks as assigned by supervisor.
 - D. Makes judgments and determines the need to notify supervisor regarding matters of importance to the plant.
 - E. Biosolids Management Activities 55% of Time
 - F. Monitors sludge handling equipment and controls efficiency using process variables.
 - G. Conducts regular checks of the mechanical readings and conducts visual checks, assuring for safety and efficient operation of the equipment.
 - H. Assists in locating fields for sludge hauling, conducting soil sampling for testing, prepping fields and maintaining required records, assuring for accuracy.

- I. Maintains an awareness of storage capacity and starts or stops pumps as needed.
 - J. Transports biosolids and land applies as needed.
 - K. Transports sand, gravel or dirt as needed to maintain fields.
- III. Industrial Pretreatment Activities 5% of Time
- A. Collects samples on scheduled basis for in house or outside lab analysis.
 - B. Maintains an awareness of the sampling equipment. Programs, troubleshoots and conducts minor maintenance as needed.
- IV. Maintenance Related Activities 20% of Time
- A. Maintains an ongoing awareness of the appropriate use of all equipment, assuring that variances from the norm can be recognized.
 - B. Recognizes or receives notification of equipment requiring maintenance and conducts or has conducted a physical inspection of the malfunctioning equipment and makes or confirms a diagnosis.
 - C. In concert with supervisor, develops a plan of corrective action.
 - D. Assures that the plan is carried out safely and thoroughly. Completes the plan by checking for proper operation of all equipment by listening, feeling and observing.
 - E. Maintains an accurate log of the time the equipment has been in operation, maintenance activities, availability of equipment and any unusual safety or operational conditions.
 - F. Communicates regularly with supervisor regarding process or status changes.
 - G. Keeps the WWTF environment clean and free of safety hazards.
 - H. Washes and maintains clarifiers and other equipment such as vehicles associated with plant, assuring for safety.
 - I. Performs mowing, weeding, brush hogging, snow removal, painting and other building and grounds maintenance as needed to maintain the physical environment, assuring for safety and the beautification of the facilities.
- V. Safety Related Activities..... 2 %of Time
- A. Maintains an awareness of all applicable safety procedures, equipment and policies.
 - B. Meets regularly with other safety officers in the absence of the Assistant Chief Operator.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor, subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above average accessibility of all worksites required for the position.
- ◆ Above average exposure to weather and temperature extremes.
- ◆ Above average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above average exposure to work safety hazards.
- ◆ Average exposure to dust.
- ◆ Above average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average amount of overtime/extended work hours.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above normal physical strength to handle 80 lb objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School or equivalent.
- ◆ Valid Missouri Drivers License and CDL w/tank and air brake endorsements.
- ◆ Valid "D" Wastewater License.
- ◆ Familiar with blueprints.
- ◆ Experience with welding and other maintenance equipment.
- ◆ Experience with plumbing and electrical projects.
- ◆ Experience with boilers and steam heat.
- ◆ Experience with laboratory procedures.

MENTAL EFFORT

- ◆ Normal concentration.
- ◆ Normal memory.
- ◆ Normal time pressure of decision-making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.