

City of Monett
POSITION DESCRIPTION

Monjob29

Job Title: WWTF Operator

Department: Wastewater Department

Salary Range: Payroll – Level 6

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.
 - B. Gathers samples for laboratory use, ensuring that the appropriate samples are available.
- II. Processing Activities..... 10% of Time
 - A. Monitors process equipment, controls efficiency using process variables.
 - B. Maintains an awareness of all chemicals needed for plant operation. Monitors chemical inventories.
 - 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. Reports process variables as they are discovered, and conducts troubleshooting activities as needed, ensuring that supervisor maintains an awareness of plant operations.
 - F. Inspects and records in regular log and data record sheets, process control data and other appropriate measures, assuring for safety and accuracy.
- III. Biosolids Management Activities 30% of Time
 - A. Monitors sludge handling equipment and controls efficiency using processes variables.
 - B. Conducts regular checks of the mechanical readings and conducts visual checks, assuring for safety and efficient operation of the equipment.
 - C. Transports biosolids and land applies as needed.

IV. Industrial Pretreatment Activities 2% of Time

- A. Collects samples on scheduled basis for in-house or outside lab analysis.
- B. Maintains an awareness of the sampling equipment.
- C. Maintains an awareness of pretreat processes and reports any problems.

V. Maintenance Related Activities 50% of Time

- A. Maintains an ongoing awareness of the appropriate use of all equipment, assuring that variances 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. Communicates regularly with supervisor regarding process or status changes.
- F. Keeps the WWTF environment clean and free of safety hazards.
- G. Washes and maintains clarifiers and other equipment such as vehicles associated with plant, assuring for safety.
- H. 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 appearance.
- I. Monitors and maintains lift stations.

VI. Safety Related Activities

- A. Maintains an awareness of all applicable safety procedures, equipment and policies.

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.

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.