



**GRAND RAPIDS
PUBLIC UTILITIES**

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

POSITION TITLE: Wastewater Treatment Plant (WWTP) Operator
DEPARTMENT: Water/Wastewater
FLSA STATUS: Non-Exempt
DATE: September 2020
ACCOUNTABLE TO: Water/Wastewater Manager

Primary Objective of Position

This position is responsible for performing technical, skilled and administrative functions under general supervision in order to maintain the safe, reliable, and efficient operation and maintenance of the Utility's wastewater treatment systems.

Major Areas of Accountability or Job Duties:

Monitor and operate the wastewater processing equipment, adjusting as needed, to produce a high-quality effluent that meets regulatory requirements.

Collect samples and perform wastewater quality analysis and process control tests in accordance with established procedures.

Assist in interpreting lab data and recognize abnormalities in results as they relate to the operation of the facility and discuss them with the supervisor as needed.

Document and maintain operating and maintenance records with accuracy, clarity and completeness.

Assist in the unloading of chemicals and record inventory of chemical storage tanks and consumption rates.

Routinely perform inspections of wastewater treatment equipment and facilities and report mechanical or operational problems in accordance with established procedures.

Perform and/or assist maintenance personnel in routine and preventative maintenance of processing equipment, buildings and grounds as directed.

Provide custodial work and clean areas of the wastewater treatment facilities as required.

Make recommendations for the improvement of operation and maintenance functions of the facility as they become apparent.

Follow applicable federal, state, and local regulatory requirements, including but not limited to those of OSHA, MN OSHA, NESC, EPA, MPCA, and MDH.

Assist in updating procedure documentation used to complete work and train employees as required.

Understand and comply with all workplace safety practices.

Provide exceptional customer service to fellow employees, customers, and contractors and make decisions that are always in the best interest of the Utility.

Additional duties as deemed necessary by supervision, which are of an equal or lesser nature, based on job qualifications.

Minimum Qualifications:

AAS Degree in Water Resources Management, Pollution Control Technology, or a BS Degree in Biology, Environmental Studies, or a closely related field; or an equivalent combination of education and experience to successfully perform the essential duties of the job.

Valid Minnesota Commercial Class B driver's license, with air brake and tanker endorsements, or have the ability to obtain one prior to employment.

Ability to work toward and obtain a MN Type III Solid Waste Facility Operator Certification within one year of the date of employment and the ability to work toward and obtain a MN Class C Wastewater Operator Certification within three years of the date of employment. Failure to fulfill these qualifications may require the applicant to forfeit the right to continue employment in this position.

Ability to drive and maneuver a tandem axle dump truck with gross vehicle weight in excess of 40,000 lbs. and a tanker truck with gross vehicle weight in excess of 55,000 lbs.

Clear understanding of the fundamentals of wastewater collection and treatment system operations, including working with numbers and basic mathematical skills.

Ability to be self-motivated and work well without assistance in accordance with established procedures.

Ability to communicate effectively verbally and in writing, including team meetings, emails, and reports.

Ability to demonstrate familiarity with computer software applications and terminology as related to wastewater treatment plant operations and maintenance systems. Applicant will be required to complete a skills assessment.

Critical thinking skills and capability of troubleshooting and correcting mechanical malfunctions.

Strong interpersonal skills including tact, diplomacy, and flexibility in order to establish and maintain cooperative working relationships with outside vendors, other public entities, and other employees.

Strong sense of honesty, integrity, and credibility.

Availability to work the Utility's WWTP hours including rotating day and night shifts, relief shifts, weekends, holidays and rotation of job assignments within the group as needed.

Preferred Qualifications:

Experience in operating and maintaining wastewater treatment plant process equipment.

Knowledge of SCADA and computer systems used in operation of water and wastewater facilities.

Understanding of the federal, state, and local regulations as they relate to the position.

Minnesota Department of Health Water License or equivalent knowledge of the principles and practices of water production, treatment, storage and distribution.

Tools and Equipment Used:

Industrial vehicles, hand and power tools, pumps, generators, pneumatic tools, presses, mops, shovels, laboratory equipment, handheld instrumentation, computers and related software, two-way radios, phone, calculators and copy machines.

Physical Demands / Work Environment:

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. Reasonable accommodations will 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 use hands to handle objects, tools, or controls and reach with hands and arms. The employee is frequently required to walk, sit, talk, stand, and hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently move up to 10 pounds and occasionally move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee on occasions must maneuver dump truck on wet and/or slippery road conditions. The employee occasionally is exposed to fumes or airborne particles.

The noise level in the work environment varies by location but is can be moderately loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar or related to, or a logical extension of the position.

This job description does not constitute an employment contract between the employer and employee. This job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Commission Approved Date: September 4, 2020