

CITY OF WATERTOWN

POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

Date: January 01, 2022

Title: Wastewater Operator I
Pay Grade: I

Department: Wastewater Department
FLSA Status: Non-Exempt

General Summary:

This is a technical position whose duties involve assisting the Maintenance and Facilities Foreman and also the Wastewater Operations Foreman and is responsible for the preventative maintenance program for machinery, equipment, plumbing and electrical systems, controls and mechanical systems utilized in controlling, monitoring, and operating the wastewater plant in the following areas: raw pumping station, preliminary treatment, primary treatment, biological activated sludge basins (live organisms), secondary treatment, final clarification, effluent disinfection, anaerobic digestion, sludge handling/processing, centrifuge and dewatering, polymer mixing system, and other chemical addition systems (pumps, compressors, conveyance, hydraulic, pneumatic, boiler, centrifuges, ultraviolet disinfection, clarifiers etc.). Also must understand and perform preventative maintenance of 18 lift station controls and pumps.

Reporting Responsibility:

Under the general direction of the Water Systems - Assistant Manager or Manager which involves primary, secondary, and advanced wastewater treatment processes, and lift station operations. Tasks require the exercise of independent judgment, initiative, and discretion based on established policy and procedure. Work is reviewed through inspections and observation of effectiveness and continuity of plant and lift station operations.

Tools and Technology:

Computer knowledge and understanding of input/export of data into Geographical Informational Systems, tablet computer, desktop computer, Microsoft word & excel, smart phone use, two-way radio language, engineering blue print interpretation, sewer system mapping interpretation which includes elevations and flow pattern readings. Infrastructure Technologies pipe software is in use for electronic recording of the sanitary sewer pipe video inspections – this integrates into the GIS mapping platform. Fiix asset management software system in use for all work orders and maintenance records. Electrical control systems in place that are a critical component to maintain the wastewater plant process equipment. Knowledge in the performance of the work, ability to safely and effectively operate a variety of plant related equipment and vehicles, considerable ability to read, understand and apply work related equipment O&M and laboratory manuals, Ability to efficiently clean and maintain equipment and work areas in accordance with established standards and schedules, Ability to perform confined space entry work may also be necessary.

Specific Knowledge, Skills, Judgement and Situational Abilities:

- Service and perform preventative maintenance on mechanical equipment including engines, pumps, controls, etc.
- Assist the Wastewater Operations Foreman as needed.
- Maintain accurate and legible records related to plant maintenance.
- Inspect plant and process equipment carefully reporting defective equipment immediately.
- Assist in laboratory as needed.
- Run maintenance software package.
- Run HVAC software program
- Run Plant SCADA Software
- Ability to exercise independent judgment to apply facts and principals for developing approaches and techniques to proper resolution.
- Knowledge of specialized process equipment and controls used for wastewater treatment purposes.
- Knowledge of electrical and plumbing codes and equipment and materials in use to treat wastewater.
- Ability to utilize descriptive data and information such as inventory records and reports, repair orders and documentation, equipment requisitions, pumps and other equipment manuals.
- Ability to work long and unusual hours in extreme conditions with accuracy and while fatigued.
- Required to be in a rotating on call 24/7/365 with other staff in Wastewater Dept.
- Common sense / detail orientated.
- Mathematic ability to add, subtract, multiply, divide, calculate percentages, fractions, and decimals.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- Knowledge and ability to interpret technical manuals, drawings and blueprints.
- Knowledge of hydraulic, and mechanical principles, and equipment related to a wastewater plant operation.
- Knowledge of occupational hazards and ability to work safety and take precautions for safe working.
- Ability to use welding and cutting equipment, hand and power tools safely.
- Knowledge of materials, tools and techniques used in the maintenance plant equipment.
- Ability to diagnose problems in mechanical equipment used in wastewater treatment plants.
- Good ability to operate computer equipment and maintenance software.
- Good ability to understand and follow all regulations controlling Confined Space Entry.
- Ability to maintain effective working relationships with others.
- Ability to understand and carry out instructions and to adhere to prescribed office practices.
- Ability to perform light to heavy physical tasks under varying weather conditions.

Physical Demands: Lifting approximately 100 lbs. occasionally, with frequent lifting and/or carrying of objects weighing up to 50 lbs. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Employee must have stamina and able to maintain physical exertion for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job-related objects, materials and tasks.

Environmental Adaptability: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, disease, or pathogenic substances.

License:

State of Wisconsin: Regular driver's license, Commercial driver's license (CDL) within 6 months (Class B Endorsement)

Wisconsin Department of Natural Resources Basic Wastewater Operator Certification Subclasses may be requested by management in: A1, B, C, P, D, and SS

Training other education: Electrical repair and print reading, NFPA 70E arc flash, confined space entry, basic plumbing, computer, mechanical repair, and forklift operator certification

High school graduation (or HSED equivalent) with one (2) years' experience in the maintenance of machinery and equipment at a wastewater treatment plant with post high school job related training at a vocational school desirable; and an equivalent combination of education, experience, and training that provides knowledge, skill, and ability in mechanical and electrical equipment operation.