Job Description

Job Title: Wastewater Plant Operator Trainee

Department: Public Works

Shift: Day

FLSA Status: Non-Exempt

Salary: DOE

**SUMMARY**

This is work in operating sewage equipment in a large wastewater plant and lift stations to control the treatment and flowing process of sewage.

Work involves responsibility for work of average difficulty in following prescribed schedule for operating and maintaining a wastewater plant and wastewater lift stations. Incumbent performs under the directions of the Wastewater Supervisor and Assistant Supervisor. Errors can normally be detected but could result in a serious delay of city sewage services. The work involves moderate risks and discomforts such as exposure to chemicals and some physical exertion. Work is periodically checked by the supervisor for progress and conformance to requirement.

Position is considered a temporary assignment, anticipating the incumbent receiving the certification Classification I in Wastewater Collection and Treatment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Assist in monitoring plant process and adjusts pump speeds to flow rates; monitor Scada alarm system and responds to alarms as needed.
* Assist monitoring control panels; reads meters and gauges; adjusts valves and gates manually; starts, stops, or switches pumps, engines, valves, process units to control the flow process, pressure and speed of pumps regulating sewage treatment according to prescribed schedule or specific instructions; bleeds air out of pumps if necessary.
* Perform daily work duties as directed; pulls pumps, motors etc. from plant and lift station process as needed for repairs; record daily work duties by hand in operations logbook; collect wastewater samples and may perform routine laboratory tests such as pH, Total Suspended Solids, Biochemical Oxygen Demand-5, Fecal Coliform and Chlorine according to designated and well-defined procedures and techniques. Operate light and medium equipment such as a backhoe, bobcat, or dump truck; rake bar screens, clean precipitates such as grit, sludge and debris from pumps and basins as necessary, grease, wash down and maintains wastewater equipment according to schedule given; performs visual inspection of pumps motors, comminutor and lift station equipment to look for untreated or poorly treated wastewater conditions, cleans filters on blowers and other related equipment according to schedule given.
* Performs routine maintenance and repair work such as the following: repairing or replacing switches and electrical motors; patching and repairing leaks in piping; greasing plant equipment; replacing or adjusting packing on pumps; troubleshooting and responding to operational problems; installing and servicing pumps, motors and other equipment as necessary; assist plant mechanic as needed; run daily lift station checks to monitor situation infield as directed.
* Clean entire area around wastewater plant and all pumps and lift stations, which include hosing the concrete and cutting grass; spray for insects to maintain clean areas around the plant; spray weeds to keep working area and grounds maintained; monitor sludge levels in digester tanks; operates sludge press and collects samples as required; drain, clean out large sludge and holing basins as necessary.
* Perform related work required.

**QUALIFICATIONS**

Graduate from high school or any equivalent combination of training and experience that would provide the following knowledge and abilities:

* Some knowledge of the operation and maintenance of mechanical and electrical equipment, machinery and of the processes involved in the treatment of wastewater.
* Ability to inspect wastewater machinery and equipment for flaws and defects in operations and to correct such shortcomings using knowledge of operation and maintenance requirements of such machinery and equipment and processes involved in wastewater treatment; to read meters and gauges correctly; to read, write, and maintain basic operating records and log sheets; to work safely using knowledge or occupational hazards and safety precautions; to understand and follow oral and written instructions; to be able to work and communicate in a satisfactory manner with others.

**CERTIFICATES, LICENSES and REGISTRATION**

* Applicant must have a valid Louisiana Driver’s License
* Applicant must also have a good driving record.
* **Operator must obtain Classification I certificates in Wastewater Treatment and Collection within 12 months of assignment to this position.**

**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. Reasonable accommodations may 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 stand, walk, sit, reach with hands and arms, and use hands to handle or feel. The employee is required to climb stairs, ladders and balance, stoop, kneel, crouch or crawl daily, if needed. The employee must regularly lift and/or move up to 50 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

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EMPLOYEE SIGNATURE

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