

POSITION DESCRIPTION

Position Title: **Water Pollution Control Operator**
Department: Public Works
Division: Water Pollution Control
FLSA: Non-Exempt
Retirement: KPERS
Effective Date: January 1, 2023

GENERAL PURPOSE

Performs a variety of semi-skilled technical and skilled technical and maintenance works in the operation, maintenance and repair of wastewater treatment facilities and collection systems. This position has performance-based standards for promotion.

SUPERVISION RECEIVED

Works under the close supervision of the Water Pollution Control Assistant Superintendent. Works under the general supervision of the Water Pollution Control Superintendent.

SUPERVISION EXERCISED

None generally. May serve as a lead worker over lower level operators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Physically walks the grounds to monitor the performance of all equipment, gauges and charts in the treatment plant and pump stations; Records statistical data concerning plant operations; Maintains, operates, repairs and replaces equipment as necessary; evaluates data and writes reports as required.
- Operates, maintains and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.
- Assures that plant operates within required standards.
- Trains and directs lesser skilled operators in acceptable methods and procedures to assure safe and efficient operations.
- Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Operate a variety of cleaning and inspection equipment for collection system maintenance.
- Maintains and monitors a safety culture in accordance with City policy. This culture will minimize accidents, injuries and property damage.
- Operation of vehicle/equipment which include but not limited to dump truck, flush truck and snow plow when necessary.
- Operate a variety of equipment including but not limited to lawn mower, weed eater, chainsaw and other equipment necessary to maintain plant grounds.
- Operate a variety of equipment to clean and maintain plant buildings, piping, and equipment.
- May perform other duties as assigned.

PERIPHERAL DUTIES

- May be required to enter confined spaces to perform functions of position.
- Maintains the drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the treatment plant.
- Serves on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

- (A) Be at least 18 years old at time of hire.
- (B) Graduation from high school education or GED equivalent.
- (C) Must possess a current, valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- (D) Must obtain Kansas Commercial Driver's License (CDL) within one (1) year of hire and retain for duration of employment.

Necessary Knowledge, Skills and Abilities:

- (A) Skill in operation of some of the listed tools and equipment.
- (B) Ability to perform process control calculations; Ability to work safely; Ability to communicate effectively both verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions; Ability to read, write, comprehend, and speak fluent English.
- (C) Ability to maintain physical condition in order to enter confined space areas.

SPECIAL REQUIRMENTS

Must be able to pass Wastewater Treatment Facility Operator I examination within two years of hire date in order to maintain employment. Affidavit of agreement must be executed upon accepting the position.

DESIRED QUALIFICATIONS

- (A) Two years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, **and**
- (B) Two years of experience in a wastewater utility, or
- (C) Any equivalent combination of education and experience.
- (D) Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices; working knowledge of collection system cleaning, inspection, and safety procedures.
- (E) Kansas Water Environment Association (KWEA) Collections certification.

TOOLS AND EQUIPMENT

Motor vehicle, generators, pumps, gauges, cleaning equipment, lawn care equipment to include weed eaters, lawnmower, chainsaw, etc., common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

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 use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is frequently required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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 the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet/humid conditions. The employee occasionally works at heights and in confined spaces, and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level of the environment is moderately loud.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

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 the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

APPROVING AUTHORITY:

Department Head

Date

HR Director

Date