

JOB TITLE: Wastewater Plant Operator

DEPARTMENT: Wastewater Treatment Plant

JOB SUMMARY: This position is responsible for the successful operations of Bowdon's Wastewater Pollution Control Plant, including maintenance of equipment, monitoring treatment processes, data collection, and laboratory procedures to ensure treated water is safe to release into the environment.

MAJOR DUTIES:

- Performs all aspects of sampling, monitoring, and testing required to maintain compliance with Federal, State, and Local regulations and permits,
- Collects and records various samples and performs a variety of water quality laboratory tests,
- Reports out of parameter observations to supervisor and out of compliance issues as required by State Permit,
- Routinely inspects the plant and associated equipment by sight, sound, smell, and touch,
- Observes variations in operating conditions, interprets meter and gauge readings, test results and makes necessary adjustments to maintain efficient plant operation and compliance,
- Performs or assists in the performance of regular and unscheduled maintenance and repairs on all plant equipment and machinery,
- Plan emergency reaction protocols,
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of wastewater treatment procedures,
- Knowledge of mathematics, basic chemistry, and microbiology.
- Knowledge of federal, state, and local wastewater treatment guidelines and procedures,
- Knowledge of machinery maintenance and repair techniques,
- Knowledge of plant operations,
- Knowledge of laboratory procedures,
- Performs all work in conformance to Occupational Safety and Health Act regulations,
- Skill in basic math and chemistry,
- Skill in the use of computers,
- Skill in reading various gauges and meters, including D.O. and pH,
- Skill in oral and written communications.

**SUPERVISORY CONTROLS:** The Director of Public Works assigns work in terms of general instructions. Completed work is reviewed for accuracy, compliance with procedures, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include relevant state and federal laws and regulations, state Environmental Protection Division and federal Environmental Protection Agency wastewater treatment guidelines, department policies and procedures, and standard operating practices. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related duties in wastewater analysis and treatment.

**SCOPE AND EFFECT:** The purpose of this position is to facilitate the operation of the Wastewater Pollution Control Plant. Successful performance in the position helps ensure a safe watershed environment.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees, vendors, state and federal agency representatives, and maintenance contractors.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, or stooping. The employee lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

**WORK ENVIRONMENT:** The work is performed in an office, laboratory, chemical storerooms, and electrical and mechanical rooms. The employee is exposed to dust, machinery with moving parts, and irritating chemicals. The work requires the use of protective devices such as waders, masks, goggles, and or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**QUALIFICATIONS:**

- High School Diploma or equivalent.
- Sufficient experience to thoroughly understand the basic principles relevant to the major duties of the position.
- Valid Class II wastewater operator license, Georgia preferred, or ability to obtain a State of Georgia Class II license within 12 months of employment.
- Valid driver's license.

The City of Bowdon provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.