

TITLE: Wastewater Treatment Plant Operator - Trainee

WWTP/6

DEPARTMENT: Wastewater Treatment Plant, City of Madison

JOB SUMMARY: This position is responsible for participating in the operations of a wastewater treatment plant as an operator trainee.

MAJOR DUTIES:

- o Assists in plant start-up and shut-down operations.
- o Collects wastewater samples and assists in conducting basic process control analysis; assists in adjusting the operation of the plant based on results of laboratory tests as needed.
- o Assists in cleaning, repairing and maintaining plant equipment; performs preventative maintenance on plant equipment.
- o Assists in the maintenance of plant equipment, parts and supply inventories.
- o Adheres to safe work practices and follows safety policies.
- o Assists in the operations of the laboratory as needed.
- o Performs janitorial and grounds maintenance duties.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the tools, equipment, materials, and procedures used in the operation of wastewater treatment systems.
- o Knowledge of city and departmental policies and procedures.
- o Knowledge of wastewater treatment system operations.
- o Knowledge of state and federal environmental regulations.
- o Skill in the repair and maintenance of electrical, mechanical, and hydraulic systems.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Wastewater Treatment Plant Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the results.

GUIDELINES: Guidelines include city policies and procedures, relevant state and federal regulations, and safety procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY: The work consists of related plant operations duties. Strict regulations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in the operation of a wastewater treatment plant as an operator trainee. Successful performance helps ensure safe clean treated water is being released into the waterways protecting the downstream users.

PERSONAL CONTACTS: Contacts are typically with co-workers, and other city employees.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information.

PHYSICAL DEMANDS: The work typically requires intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and occasionally heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in a wastewater treatment plant and outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather. Work requires the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of High School diploma or GED certificate.
- o Ability to obtain a State of Georgia Class III Wastewater Operator License within 1 year.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.