

CITY OF ALBANY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: WASTE WATER PLANT OPERATOR I

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform specialized work functions associated with operating and monitoring wastewater plant equipment per established procedures to ensure proper treatment of wastewater according to federal and state regulations, and to maintain quality effluent for receiving water users.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Monitors and inspects plant equipment and operations for safety, maintenance and proper process operations; reports equipment failures or other problems; ensure proper treatment of wastewater per federal/state regulations

Collects wastewater samples for laboratory analysis; performs in-house testing of samples; records instrument readings and test results.

Operates electrical and mechanical controls which regulate flow of waste materials through various stages of operations; performs operational adjustments on gauges and controls as necessary.

Replace empty hazards chemical containers with full containers.

Checks chlorine equipment and tanks; changes chlorine cylinders; checks chlorine feed rates and makes adjustments as necessary; calibrate PH, chlorine residual and dissolved oxygen meters.

Opens/closes plant valves or gates to accommodate or route excess wastewater flow; monitors pumping of sludge from tanks to digesters; opens/closes valves for sludge being transferred; monitors levels of sludge in digesters records meter readings.

Assist Engineers/Contractors with coordination of equipment start-ups and shut downs.

Monitors lift station via computer; operates lift station computer to open and close lift station.

Performs various tasks related to wastewater treatment plant operations, which may include draining compressors and pumps, cleaning pumps, opening/closing valves, cleaning tanks, cleaning drying beds, etc.

Performs various cleaning, repair, and maintenance tasks necessary to maintain plant, machinery, equipment, tools and grounds in satisfactory condition, which may include inspecting/testing equipment, lubricating pumps, cleaning equipment, draining and cleaning out tanks for maintenance and repairs, cleaning building and work areas, lifting/moving heavy materials, mowing grass, etc.

Operates various machinery, equipment and tools in performance of assigned duties, which may include a tractor, tractor trailer, dump truck, pumps, skimmer, blower, meters, air compressor, conveyor, mower, weed eater, shovel, hoe, mechanic tools, etc.

Prepares and/or completes various forms, reports, checklists, logs, or other documents; forwards or maintains as appropriate; maintains logs and records of test results, meter readings, chemical applications, and other data.

Receives various forms, reports, checklists, logs, manuals, or other documentation; reviews, completes, processes, forwards and/or maintains as appropriate.

Communicates with supervisor, employees, city departments, contractors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service and/or information or assistance from employees, officials, the public or other individuals.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends/advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; supplemented by Vocational/Technical training involving wastewater plant operations or related field; additionally; one (1) year previous experience and/or training; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Grade III Wastewater Treatment Plant Operator certification within one year of hire. Must possess and maintain a valid Georgia Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, or disease.

The City of Albany, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Albany, Georgia will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Level – 5
Exempt Code – EX0
EEO4 Code – 07
APP FAM – TE
W/C Code – 7580