POSITION: ***Water Reclamation Facility (WRF) Operator IV/ III / II / I***	
DEPARTMENT: ***Water Reclamation***	
REPORTS TO: ***Operations Supervisor***	
Date Reviewed: 06/2025	Pay Grade: GD 12/13/14/15
Drug/Alcohol Test: Random P.S.	FLSA: Non-Exempt

DEFINITION

Performs a variety of semi-skilled, skilled, laboratory, computer, technical, and maintenance work in the operation of wastewater treatment facilities and systems.

CAREER DEVELOPMENT:

- **WRF Operator 4 (GD 12)**
  - Class 4 Wastewater Operator License
  - First Aid, CPR, Confined Space, Trench Safety Training
- **WRF Operator 3 (GD 13)**
  - Class 3 Wastewater Operator License or;
  - Class 4 Wastewater Operator License and Commercial Driver's License
- **WRF Operator 2 (GD 14)**
  - Class 2 Wastewater Operator License or;
  - Class 3 Wastewater Operator License and Commercial Driver's License
- **WRF Operator 1 (GD 15)**
  - *Minimum One (1) Year at Covington WRF*
  - Class 1 Wastewater Operator License or;
  - Class 2 Wastewater Operator License and Commercial Driver's License

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors 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
- Charts and maintains records of lab test results for trend analysis and writes reports as required
- Operates, maintains and repairs malfunctions at the wastewater treatment plant, including gauges, pumps, filters and other controls and equipment.
- Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and federal requirements
- Gathers and tests waste-water samples for plant efficiency reports as required
- Performs quality control tests on lab equipment and lab analyses, and determines appropriate methods after evaluating procedures and results for accuracy
- Assures that plant operates within required standards
- Contains and disposes of hazardous wastes generated by the lab
- Calibrates, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other waste water quality monitoring equipment

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school education or GED equivalent
(B) Possession of Class III Wastewater Certification or the ability to attain certification within one year of appointment. Wastewater treatment experience is desired.
(C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) 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;
(B) Skill in operation of some of the listed tools and equipment.
(C) 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.

SPECIAL REQUIREMENTS

Valid State Driver's license. Good driving record for past three years. The ability to obtain Level III Certification within one (1) year of appointment.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, 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 frequently is required to stand and walk. The employee is occasionally required to walk up and down stairwells; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 55 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 and/or humid conditions. The employee occasionally works in high, precarious places 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 in the work environment is usually moderately loud.

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

Reviewed by:

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HR Director *Date*