



City of Grants

POSITION DESCRIPTION

POSITION TITLE: WWTP Operator (Uncertified, I, II, III, IV)

DEPARTMENT: Wastewater Treatment Plant (WWTP)

REPORTS TO: WWTP Foreman & Department Head

POSITION SUMMARY: Under the general direction of Department Supervisor and Department Head, monitors, operates, and maintains equipment in relation to the wastewater treatment plant and pump stations on assigned shift. Ensures that wastewater and biosolids undergo appropriate treatment/stabilization methods according to local, state and deferral regulations and to protect public health.

This position is a safety sensitive position.

PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS:

The WWTP Operator must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Monitors, and as directed, operates computerized control systems and related equipment within the wastewater treatment plant to regulate liquid waste, sewage treatment and the disposal of sewage and wastes.
- Operates associated thickening equipment (pumps, grinders, centrifuge) to maintain proper biological treatment capabilities.
- Operates assorted pumps and valves used to control flows and treatment processes based upon established parameters.
- Periodically patrols plant to check equipment operating status and the respective treatment processes for proper operation and to maintain facility security.
- Monitors and reads recording instruments used for flow measurement, chemical consumption, disinfection and odor control.
- Detects malfunctions and notifies supervision promptly to insure plant systems and equipment are operating within prescribed limits.
- Utilizes and maintains specialized safety equipment (SCBAs, gas detectors, ventilators, etc.) associated with safely handling of the respective chemicals and compounds.
- Operates necessary equipment, following safety policies and procedures and caring for and properly maintaining all park and building related equipment and supplies.
- Collects various samples to detect chemical and bacterial content, learns basic laboratory testing procedures and adjusts facility processes as directed.
- Records and maintains reports concerning plant operations.
- Completes work orders issued for equipment maintenance and repair.
- Works with Department Heads and Supervisors to assure facilities are well maintained and safe.
- Performs, or insures that, regular or preventative maintenance is completed to maximize the life to the equipment.
- Performs security checks throughout plant and on facility grounds.
- Performs various housekeeping assignments.
- Assists in the installation and repair of plant machinery utilizing assorted light and heavy equipment.
- Performs repairs on various concrete surfaces when needed.
- Operates equipment specific to corrosion control and the application of industrial coatings.

PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS - CONTINUED:

- Performs assorted grounds maintenance including spraying herbicides and sprinkler systems repairs as needed.
- Maintains agency maintenance equipment, vehicle and work areas to insure for safety of staff, clients and visitors.
- Utilizes proper safety precautions related to all work performed.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs all job functions with special attention to good public relations, safety, health, and proper procedures.
- Occasionally interacts with customers, co-workers and locals school programs and as a representative of the treatment facility.
- Follows a specific work schedule as directed.
- Completes personal timesheet accurately and timely; clocks in and out through time-clock system daily/weekly and ensures time is reported on actual time worked.
- Attends meetings and training as needed to maintain job knowledge and as required by the job.
- Ensures that any on-the-job injury is reported immediately to Supervisor & Human Resources; ensures compliance with all City of Grants Policies and Procedures. Ensures any reports of harassment are immediately reported so appropriate actions are taken. Reports any suspected fraud and/or abuse to the Director or City Manager.
- Understands City of Grants Policy and Procedures as related to the job.
- Performs other duties as assigned by supervisor or Department Head which are consistent with the position, and in compliance with the City's Policies and Procedures.
- Performs other professional, administrative and public duties as appropriate, feasible, and assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The above statements and duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not a complete list of all responsibilities and duties performed by employees in this job and are not to be construed as exclusive or all-inclusive.

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.

As a condition of employment, employees are required to perform other duties and special projects as assigned.

MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:

- High School diploma, GED or equivalent.
- Must have oral and written communication skills in the English Language.
- Progressive level of certification and experience, as follows:
 - Level IV category requires possession of a current New Mexico Level IV Wastewater Operators License. Also, a minimum of 5 years related experience or approved equivalent combination of education and experience.
 - Level III category requires possession of a current New Mexico Class III Wastewater Operators License. Also, a minimum of 3 years related experience or approved equivalent combination and experience.
 - Level II category requires possession of a current New Mexico Level II Wastewater Operators License. Also, a minimum of 2 years related experience or approved equivalent combination and experience.
 - Level I category requires actively working towards and/or possession of a current New Mexico Class I Wastewater Operators License from one year of first year of employment.
- Must possess, or be able to acquire, a valid New Mexico Driver's License; and have, and maintain, a good driving record.
- Must pass a pre-employment drug test and extensive background check.
- This position is subject to the City of Grants Drug and Alcohol Testing Policy which includes one or more of the following: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing and follow-up testing.

KNOWLEDGE, SKILLS, & ABILITIES:

- Basic knowledge of processing equipment, facilities and procedures.
- Working knowledge in the maintenance, use and repair associated with treatment systems.
- Knowledge of materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of treatment structures and systems
- Knowledge of principles and best practices of equipment safety management, management systems and processes.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Knowledge of City's political environment and sensitivities with thorough understanding and ability to function effectively within that environment.
- Ability to accurately analyze problems and identify solutions.
- Ability to utilize basic computer skills for entering sample results into a computer and monitoring the treatment process.
- Ability to perform basic and routine mathematical calculations accurately.
- Ability to learn basic laboratory techniques and procedures for analyzing wastewater samples.
- Ability to work under conditions with objectionable odors and potentially hazardous environments.
- Ability to work within trenches and at various heights.
- Ability to read and understand basic process, piping and electrical schematics.
- Ability to operate and maintain light and heavy equipment.
- Ability to meet ultimate prescribed certification level as per the certification and training policy.
- Ability to understand, follow and transmit written and oral instructions in English.
- Ability to understand and execute written and verbal instructions and procedures.
- Ability to interpret a variety of documents, policies and procedures for lab.
- Ability to read and understand instructions, plans and specifications, including how to read blueprints and system schematics.
- Ability to perform repetitive work on a continuous basis and keep work area and WWTP clean.
- Ability to interpret and effectively communicate the City of Grants Policies and Procedures and any pertinent department information to City staff, public and private groups, and the general public.
- Ability to understand city policy and procedure in relation to the job position, safety, and health.
- Ability to efficiently operate a City motor vehicle is required;
- Ability to execute physical mobility including continuous long-distance walking and manipulating objects.
- Ability to operate a variety of motorized and hand tools and equipment proficiently in a safe and effective manner.
- Ability to engage in strenuous physical activity in all weather conditions.
- Ability to perform both light and heavy lifting.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications in order to update records, work orders, download information, and prepare reports.
- Ability to demonstrate attention to detail.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to work independently in the absence of supervision and to complete daily activities according to work schedule.
- Ability to multi-task and able to move forward on and track multiple priorities; take initiative and work independently, using good judgement about when to check-in to provide updates or seek additional direction; and meet deadlines.
- Ability to effectively communicate clearly and concisely, both orally and in writing, and via radio.
- Ability to listen for understanding and share information clearly and persuasively.
- Ability to demonstrate awareness of occupational hazards and utilize standard safety practices.

KNOWLEDGE, SKILLS, & ABILITIES - CONTINUED:

- Ability to work occasional weekends, evenings, or holidays.
- Ability to be on a rotating on-call schedule, and provide additional coverage when deemed necessary.
- Ability to attend work on a regular, dependable and punctual basis.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain cooperative and effective working relationships with Wastewater Treatment Plant personnel, Utilities personnel, other City Employees and the general public.
- Ability to effectively represent the City in situations which are potentially adversarial or stressful.
- Ability to keep confidential matters confidential.
- Skills in operating a computer programs, spreadsheets and pdf readers in connection with laboratory guides and procedures.
- Skills in operating assigned equipment, tools, and vehicles.
- Skills in effectively communicating information and responding to questions from the public and employees

GENERAL CONDITIONS:

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position.

Travel: Job performance is subject to moderate in-City vehicular travel and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

PHYSICAL DEMANDS: The physical demands described here are a 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 essential duties and marginal functions of this job, the employee is frequently required to talk and hear. Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time. These actions may frequently include balancing, bending, stooping, kneeling, crouching, crawling, climbing, laying, standing, walking, sitting, and performing these actions at varying heights or on uneven ground or surfaces. Additional physical duties may include use of hands and fingers: to handle or feel, and reach or pull; reach with hand and arms from a standing or laying position, and climbing stairs. Task work includes ability to speak and hear; use close and distant vision, color vision, peripheral vision, depth perceptions, and ability to adjust focus; must utilize auditory, and sensory abilities constantly on the jobsite. Must be able to operate assigned equipment and vehicles. Must be able to verbally communicate, in addition to reading and writing, to exchange information.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those that 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.

Work is performed in both indoor and outdoor environments; with exposure to all weather conditions, including adverse weather, and sometimes extreme weather conditions. Exposure to dust, dirt, heat, cold, humidity, rain, heights, fumes, odors, vibrations. work with various tools and equipment; work near vehicle traffic; and work in areas of extreme height or work in confined spaces may occur. The employee is frequently exposed to fumes or airborne particles, vibrations, hot surfaces, rotating equipment, stored energy and loud noise, constant noise. Exposure to a variety of safety hazards, including mechanical and electrical hazards, risk of electrical shock, work on slippery or uneven surfaces; work with water, risk of drowning, exposure to toxic or caustic chemicals and exposure to blood borne pathogens.

PHYSICAL DEMANDS & WORK ENVIRONMENT - CONTINUED:

Employee must possess ability to: adapt to inclement weather conditions and/or situations, and maintain ability to perform vigorous physical tasks in various weather conditions; perform duties and adapt to flexible work schedules as established by supervisor which includes irregular schedule, occasional weekends, holidays, and scheduled work hours beyond normal business hours. The ability to work in a high sensory area, and under a stressful environment and deal effectively with such stress, is necessary.

Safety equipment is provided and must be worn as required according to departmental procedures and good safety practices.

The noise level in the work environment is generally moderate to loud. Noise may reach high levels, and can be at consistent levels of frequency.

EXAMPLES OF WORK EQUIPMENT: Automobiles and, light mechanical equipment, and heavy equipment/machinery may be utilized in various weather and environmental conditions. Noise and vibration of electrical/mechanical equipment occurs frequently.

The employee will have frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is constantly required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to work closely with others as part of a team.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.

CITY MANAGER'S SIGNATURE:

*the following signature indicates that the City Manager has approved this position description as of **the** date of signature.*

City Manager

Date

EMPLOYEE'S SIGNATURE:

the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature.

Employee

Date