



## *JOB DESCRIPTION* **WASTEWATER TREATMENT PLANT OPERATOR**

*Conservation  
Commitment  
Community*

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<b>DEPARTMENT:</b>	<b>Wastewater</b>	<b>JOB TITLE:</b>	<b>Wastewater Operator</b>
<b>REPORTING TO:</b>	<b>Chief Wastewater Operator</b>	<b>GRADE:</b>	<b>14</b>
<b>DATE PREPARED</b>	<b>August 2020</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>

### **Job Summary:**

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The Wastewater Treatment Plant Operator is responsible for ensuring assigned wastewater treatment plant operates within permit parameters. This position performs duties related to the process of the treatment of residential and commercial wastewater.

### **Essential Duties and Responsibilities:**

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- Perform maintenance on structures and equipment including pumps, piping and general maintenance of the facility.
- Perform calibration of lab equipment and test water quality of incoming wastewater along with partially and fully treated wastewater.
- Ensure facility is in compliance with all general and specific conditions included in Department of Environment Protection and/or EPA permits.
- Monitor the wastewater treatment process by collecting, analyzing and recording the results of various operational parameters.
- Maintain plant records according to permit requirements.
- Report any situations or conditions that may result in a permit violation to Chief Wastewater Treatment Plant Operator.
- Maintain facility structures and equipment; inspect, clean, lubricate and maintain equipment as directed by supervisor.
- Perform maintenance on plant grounds. Cut and remove grass, weeds, brush and trees from CCUA facilities, as directed by supervisor.
- Safely operate motor vehicles owned by the CCUA.
- Follow all CCUA policies and procedures.
- Assist other departments, as needed, with special projects or excessive workloads.
- Perform other duties, as needed.

*The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.*

### **Education and Experience Requirements:**

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- High School diploma or equivalent
- Florida Class "C" Wastewater Operator License
- Valid driver's license issued by the State of Florida and have a satisfactory driver's record based on the criteria listed in the Clay County Utility Authority handbook.

**Knowledge/Skills/Abilities:**

- Job-Specific Knowledge – Knowledge of chemical and biological principles, basic engineering fundamentals, and strong math skills necessary for plant related calculations.
- Customer Service – Provide high level of service to targeted customer base. Respond promptly and accurately to internal and external requests for information.
- Team Orientation and Interpersonal – Develop and maintain collaborative relationships with all levels of the organization; collaborate and work with individuals containing a variety of knowledge levels and expertise. Work productively on a team and independently.
- Communication – Effective verbal and written communication. Able to use correct language and grammar in a professional, diplomatic, and tactful manner. Ability to interact with state regulators and all levels of internal employees.
- Organization and Time Management – Able to work independently minimal supervision; plan, prioritize, and organize work, meetings, and projects in order to meet deadlines.
- Analytical Problem-Solving and Decision Making – Critical thinking and problem-solving abilities. Research, analyze, identify viable options, draw sound conclusions, present findings and make thoughtful recommendations.
- Systems and Software – Proficiency in Microsoft Outlook, Word and Excel

<b>Skill Requirements: (X = Required for job)</b>			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified in this description)	X	Written communication
X	Retrieve and compile information		Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze, and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks	X	Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)	X	Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
	Operate heavy equipment (e.g. bobcats, backhoes, dump trucks)	X	Operate motor vehicle

<b>Physical Requirements: (X = Required for job)</b>			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds (various items)
X	Standing for extended periods	X	Lifting/carrying between 20 – 49 pounds (various items)
X	Viewing computer screen for extended periods	X	Lifting/carrying over 50 pounds (various items)
X	Walking	X	Repetitive Motions
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Crawling/Crouching
X	Writing	X	Climbing
X	Seeing 1-5 feet	X	Physical endurance under variable weather conditions
X	Seeing 5+ feet	X	Other (list): driving company vehicle and tractor

<b>Hazards: (X = Required for job)</b>			
X	Standard office environment	X	Electrical current
X	Toxic or caustic chemicals	X	Housekeeping and/or cleaning agents
X	Outdoor weather conditions and outdoor terrain, wetlands, and/or dense vegetation	X	Proximity and use of hand-held powered equipment and/or moving mechanical parts

<b>Employee Acknowledgement:</b>	
I have reviewed and understand the requirements stated in this Job Description.	
Employee's Signature	Date