

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Wastewater Plant Operator (Trainee)

Dept/Div: Utilities/Wastewater Plant

Supervisor: Wastewater Plant Superintendent

Supervises: None.

Grade 19

Class Characteristics: Under general supervision, assists in the daily operation and maintenance of the wastewater plant; performs lab tests; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists in the daily operation and maintenance of the wastewater plant, presses and pump stations including collection and treatment of wastewater in compliance with established procedures and standards and federal and state laws and administrative regulations.

2. Assists with inspection and/or monitoring of pumps, charts, gauges and meters daily.

3. Assists with collection of wastewater samples and conducting lab tests; adjusts chemicals and/or equipment as necessary.

4. Adds chemicals in accordance with prescribed standards.

5. Assists with preparation and maintenance of accurate reports/records.

6. Assists with forwarding wastewater samples and reports as required.

7. Assists with servicing and performing preventive maintenance programs on plant and equipment; makes minor repairs and/or adjustments on plant and equipment; forwards requests for major repairs and/or equipment and tools to superiors.

8. Assists with maintaining adequate inventory of spare parts, chemicals, equipment and tools.

9. Assists with maintenance and cleaning of plant and grounds.

10. Assists with belt filter press operations.
11. Assists with maintaining inventory of spare parts, chemicals, equipment and tools.
12. Attends training programs to obtain license at each level after meeting experience requirements.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED); no prior work experience requirements. (See Certification Requirements for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Ability to obtain knowledge of wastewater plant operations.
2. Ability to obtain knowledge of federal, state laws and administrative regulations with reference to wastewater treatment.
3. Ability to obtain knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Knowledge of and ability to comply with safety standards.

Abilities:

1. Ability to detect mechanical flaws and make minor repairs to plant and equipment.
2. Ability to collect samples and perform lab tests.
3. Ability to assist with maintaining preventive maintenance and servicing program.
4. Ability to prepare and maintain accurate reports.
5. Ability to assist with maintaining inventory of chemicals, spare parts and tools.
6. Ability to establish and maintain effective working relationships with officers, other employees, and the general public.
7. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are detailed and specific, covering all aspects of the work; instructions are more general after the employee learns each job.

Processes: Work varies slightly, and seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Most completed work is reviewed until the employee learns each job.

Analytical Requirements: Problems require analysis based on precedent.

Physical Requirements of the Job: Work requires access to buildings, including high places, confined spaces, and using stairs and ladders; intermittent standing, walking and stooping; must lift objects over 25 pounds; work is performed outdoors regardless of weather conditions; must operate vehicles and equipment; must run lab tests; exposed to machinery and its moving parts; exposed to fumes, chemicals, and toxic substances. May be required to wear a respirator; must have good color discrimination.

Tools and/or Equipment Used: Heavy equipment and/or mechanical tools and equipment (hand tools, power tools, etc.), laboratory equipment, normal office equipment (phone, computer, calculator, etc.), computerized chemical feeders, safety equipment, vehicles.

Contacts: Occasional contacts with the public and employees or supervisors from other departments.

Confidential Information: None.

Mental Effort: Light.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky; may be required to obtain and maintain commercial drivers license.

Certification Requirements: As a condition of

continued employment, must obtain and maintain Wastewater Treatment Plant Operators License within eighteen months after meeting experience requirements at each level up to and including Class III.

Additional Requirements: Must be able to work irregular shifts, including evenings, nights and weekends. Must perform stand-by duties. Must be able to respond to calls in emergency situations at all hours. Upon possession of commercial drivers license, must participate in the City's drug and alcohol testing program in order to maintain commercial drivers license.

Overtime Provision: Non-exempt.