



**Position Description**

<b>Job Title:</b>	<b>Waste Water Treatment Operator</b>	<b>Grade Number:</b>	14
<b>Department:</b>	Waste Water Treatment Plant	<b>Date Modified:</b>	October 13, 2016

This is a Non-Exempt position under the FLSA guidelines.

**General Purpose:**

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of waste water treatment facilities and systems.

Traverses assigned routes and takes readings of meter dials; records reading on meter cards or inputs data into hand-held micro computing device to provide needed information for utility billing or other related action; notes any unusual changes in consumption, location or malfunctions such as leaks or damaged meters.

**Essential Duties and Responsibilities:**

**SUPERVISION RECEIVED:**

Works under the general supervision of the Waste Supervisor.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Monitors the performance of all equipment, gauges and charts in the water treatment plant stations; Records statistical data concerning plant operations; Maintains, operates, repairs and replaces equipment as necessary; Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Operates, maintains and repairs malfunctions at the water treatment plant; repairs gauges, pumps, filters and other controls and equipment. Collects samples and identifies concentrations of chemical, physical or biological characteristics of water required in accordance with local, state and Federal clean water requirements; Gathers and tests water samples for plant efficiency reports as required. Monitors water quality and turbidity, and checks chlorine and fluoride levels.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Assures that plant operates within required standards.
- Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results. Performs all duties in conformance to appropriate safety and security standards.
- Calibrates, modifies or repairs instrumentation and control equipment including recorders, flow



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meter and other water monitoring equipment.

- Performs related duties as assigned.

### PERIPHERAL DUTIES:

- Serves on various employee or other committees as assigned.
- Maintains the drawings and schematics of electrical and other systems in the water treatment plant.
- Performs backup duties for related positions as required.
- Monitors performance of electrical systems, circuits or equipment of the water treatment plant.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Education and Experience:
  - Graduation from high school education or equivalent
- Necessary Knowledge, Skills and Abilities:
  - Working knowledge of equipment, facilities, materials, methods and procedures used in water treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;
  - Skill in operation of some of the listed tools and equipment.
  - Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively 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 Nebraska Driver's License.
- Nebraska Waste Water Operator's Certification or ability to obtain one.

### 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.



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- 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. The employee is occasionally required to walk; 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 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral visions, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those and 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 frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually loud.

**SELECTION GUIDELINES:**

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed By:		Date:	
Approved By:		Date:	



**City of Kimball**

**Position Description**

Last Updated By:		Date/Time:	
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