

**CITY OF CALERA
JOB DESCRIPTION**

Job Title: Wastewater Operator III/Lead Operator

Department: Public Works – Wastewater Treatment

FLSA: Grade:

Job Description Prepared: May 2007

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Plant Manager, Director of Sewer Operations

Subordinate Staff: Wastewater Operators I and II

Other Internal Contacts: Public Works Employees; All City Departments

External Contacts: General Public; ADEM; EPA; ARWA; Area Municipalities; Suppliers; Vendors; Wastewater Consultants

Job Summary

Under the direction of the Plant Manager, the employee is responsible for the operation of a wastewater treatment plant and the operation and maintenance of lift stations. Ensures equipment and processes are operating effectively, maintains records of operation and data for reports. Submits required reports. Performs preventive maintenance. May assist other Public Works divisions.

Job Domains

A. Plant Maintenance

1. Performs daily inspections; checks control panel for warning lights, reviews flow readings, makes corrections as necessary.
2. Ensures the proper use of and acknowledgement of all alarms associated with the SCADA system.
3. Ensures that the SCADA system operation is conducted in compliance with recommended processes.
4. Walks through all buildings and checks tanks for signs of problems.
5. Ensures pumps are operating or on or off as needed.
6. Evaluates lab and test results; modifies chlorine and chemicals as indicated.
7. Makes changes of process control to ensure proper operation of the plants.
8. Checks blowers for vibrations and belt wear, sludge pumps for leaks.
9. Checks generator hours and makes a general physical inspection.
10. On a weekly basis, cleans chlorine contact basin and runs laboratory tests.
11. Verifies that preventive maintenance such as lubrication of pumps and blowers, checking of oil levels, air filters on blowers, operation of generator, operation of pumps, and amperage of all equipment is complete as required.
12. Checks for belt wear.
13. May grease aeration bridge and check oil levels.
14. Performs monthly maintenance, changes oil in blower, changes air filters, etc.
15. Pulls pumps on an annual basis and performs physical inspection.
16. Inspects lifts stations once a week, checks pump operations, logs number of hours pumps have run, checks amperage, applies chemicals to lift station, keeps grass cut, sprays chemical weed controls and repairs pumps.
17. Tracks control panel problems and makes corrections as indicated.
18. Completes all maintenance sheets.
19. Operates a backhoe, loader, and dump truck; maintains as required.
20. Shovels sludge onto dump truck and hauls to land fill.
21. Ensures that the waste sludge generated by the centrifuge/drying bed is disposed of correctly, following all ordinances and regulations.
22. Ensures the proper operation and maintenance of the effluent filtration.
23. Ensures that the facilities and grounds are properly maintained; assigns maintenance tasks as necessary.
24. Conforms to the Federal Water Pollution Control Act; complies with all federal and state regulations.

25. May perform some functions of Plant Manager in absence of Wastewater Operator IV.

B. Laboratory and Testing

1. Performs all testing in compliance with the NPDES Permit.
2. Performs testing through use of correct and accurate methods as established with the current Standard Methods manual.
3. Accurately utilizes the following test methods: TSS, CBOB, pH, DO, NH₃-N, TKN, N+N, TP, Temperature, MLSS, MLVSS, as well as others as required by ADEM, EPA, other organizations, or the City.
4. Accurately completes lab sheets and other documents.
5. Completes monthly and annual reports based on lab records.
6. Maintains all laboratory records according to state regulations.
7. Performs all required laboratory tests.
8. Accurately interprets and responds to lab results as indicated.
9. Initiates process control changes as required to maintain plant operation efficiency and proper treatment levels.
10. Properly uses and stores all chemicals.
11. Recognizes and responds appropriately to all visual and auditory alarms.

C. Lift-Stations

1. Conducts daily inspections.
2. Conducts weekly rounds.
3. Dry-primers pump operations as needed.
5. Adds enzymes, degreasers, and/or other chemicals as needed; verifies completion of these additions.
6. Provides maintenance of lift stations as needed.
7. Services and repairs equipment and the facilities as needed.
8. Documents all maintenance and service.
9. Records all reports of pumps hour meter readings and pumps operating amperage.
10. Evaluates all inputs and intervenes as necessary; implements corrective actions.
12. Operates boom-truck to pull and install pumps.
13. Monitors lift-stations using computer system.
14. Drives throughout City between the plant and lift stations.

D. Supervision

1. Assists in training new employees.
2. May participate in interviews of potential employees.

3. Provides oversight of work of subordinate employees.
4. Provides technical expertise and guidance for subordinate employees.

E. Records/Reports

1. Maintains daily operational records and inspection records.
2. Completes monthly and annual lab records, and others as required.
3. Contributes to Discharge Monthly Reports (DMRs) and Municipal Water Pollution Program (MWPPs) annual reports.
4. Completes other reports on an as needed basis.
5. Utilizes the computer to prepare and process reports and documents.

F. Grounds Maintenance

1. Cleans out drying beds; operates backhoe to load dump truck; drives dump truck to land fill.
2. Ensures that grounds of plant are neat and well-trimmed.
3. Mows within the perimeter of plant fence.
4. Trims and weed-eats as needed.
5. Correct stores, mixes, and applies weed killers and poisons.
6. Properly mixes and applies fertilizers.
7. Paints the facilities as needed
8. Performs preventive maintenance on equipment as necessary.
8. Performs other duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and departmental policies, procedures, and guidelines.
2. Knowledge of equipment, methods and techniques used in operation of public wastewater treatment systems.
3. Knowledge of state and federal laws and regulations related to division operations.
4. Considerable knowledge of the hazards and safety precautions required to related wastewater treatment activities.
2. Knowledge of general administrative procedures related to public services at the municipal government level.
3. Knowledge of the operation and maintenance of wastewater plant and system equipment.
4. Knowledge of required reports and documents associated with plant activities.
5. Knowledge of the performance, results, and required responses to necessary lab tests.

6. Knowledge of use of SCADA systems.
7. Skills in use of computers.
8. Physical dexterity to conduct lab tests.
9. Visual acuity to read gauges, dials, computer screens, and other electronic and hard-copy materials.
10. Able to hear alarms, notification of alerts, and noises at a full range of decibels.
11. Ability to evaluate and make decisions.
12. Ability supervise the work of assigned employees.
13. Ability to maintain a satisfactory working relationship with subordinates and the public.
14. Ability to keep detailed and accurate records.
15. Ability to read and interpret blueprints and technical diagrams.
16. Ability to read and interpret plans and specifications for projects.
17. Math skills to calculate and measure.
11. Ability to prepare reports.
12. Ability to drive and operate a dump truck and backhoe.
13. Strength to lift and carry moderately heavy objects.
14. Ability to work in outside in a variety of extreme weather conditions.
15. Ability to climb ladders and work at heights.

Minimum Qualifications

1. Possess a high school diploma or equivalent.
2. Possess at least 3 years of experience in the operation and maintenance of wastewater treatment plants.
3. Possession of Wastewater Treatment Plant Operator III certification.
4. Ability to work non-standard hours and overtime as required.
5. Possess a current and valid Alabama driver's license.
6. Ability to remain on call.
8. Ability to obtain additional qualifications and certifications.
10. Ability to travel overnight to attend meetings and training.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.