

## Job Description

## Decatur Utilities

<b>Job Title:</b>	<b>Plant Operator – Grade IV</b>
<b>Work Group:</b>	Water or Wastewater Treatment Plant
<b>Reports To:</b>	Plant Superintendent
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Grade:</b>	8
<b>Residency Required:</b>	No
<b>Work Location:</b>	Water/Wastewater Plant – WTP/WWTP
<b>Last Revision:</b>	June 2012

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### SUMMARY

Operates treatment plant on a shift basis, adhering to Decatur Utilities, Alabama Department of Environmental Management (ADEM) and EPA regulations and safety procedures. This position is responsible for testing and making adjustments in treatment processes as needed to maintain these regulations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*A commitment to safety, providing reliable utility services, protecting public health and providing excellent customer service are the responsibilities of all job positions at Decatur Utilities. We believe that teamwork, open communication, honesty, integrity, fairness, diversity and respect for each other are essential traits to perform all job duties.*

- Operates and monitors water and/or wastewater treatment equipment in Water Treatment Plant and/or Wastewater Treatment Plant to control flow and processing of water and/or wastewater.
- Monitors SCADA control panels and chemical feed equipment, and adjusts pumps, valves and gates manually or by remote control to regulate treatment.
- Observes variations in operating and water quality conditions and adjusts processes to account for variations.
- Starts and stops pumps, engines and generators routinely in proper operation of plants.
- Maintains log of operations and records various instrument readings.
- Regularly inspects and observes pump motors, valves and screens to insure proper working conditions.
- Fills and adjusts chemical feeders and oil reservoirs as needed.
- Observes and checks automatic chemical feed systems for proper adjustment and/or failures.
- Performs minor preventive maintenance at plant facilities.
- Periodically drains condensation lines and bleeds air lines to insure proper operation.
- Collects various samples from various plant units as scheduled for lab testing.
- Assists in or performs routine lab tests as directed. May change chemical feed rate based on lab test or as directed.
- Uses a variety of testing equipment such as colorimeter, turbidimeter, pH meter, burets, test tubes, beakers, gas burners, incubators, etc.
- Operates sludge dewatering building at WWTP.
- Performs regular housekeeping duties in the laboratory and operational areas to maintain clean and neat plant appearance.

### SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

High School diploma or GED and 4-6 years additional relevant work-related experience.

**COMMUNICATION SKILLS**

Ability to read, interpret and comprehend documents such as safety rules, operating and maintenance instructions, drawings and procedure manuals. Ability to write routine reports and correspondence including completing reports, providing technical summaries and recording data. Ability to interact and effectively communicate with supervisors, co-workers, customers and public groups.

**COMPUTER SKILLS**

Proficient in Microsoft Office Suite (Microsoft Outlook, Word & Excel) as required to perform job tasks. This includes using software applications for email, word processing, preventive maintenance database tracking and spreadsheet applications and using Internet Explorer to navigate online Employee Self Serve webpage for personal payroll, benefit and employee information. Ability to operate SCADA and interpret data and information as it relates to water and/or wastewater treatment.

**MATHEMATICAL SKILLS**

Ability to perform and/or solve water and/or wastewater mathematical calculations and problems. Ability to perform these concepts using addition, subtraction, multiplication, division, fractions, ratios, percentages, time, distance, weight measurement, concentrations and mass-balance. Ability to interpret SCADA data and information as it relates to water and/or wastewater treatment and make treatment adjustments accordingly.

**REASONING/COMPLEXITY**

Ability to use substantial judgment and analytic ability to carry out instructions furnished in written, oral or diagram form to perform routine and complex calculations, solve problems and organize information for reports. Ability to read, interpret and understand technical standards, permits, Local, State and Federal regulations and codes for utility compliance.

**PHYSICAL DEMANDS**

Regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear. Required to regularly lift and/or move up to 25 pounds. Specific vision abilities include close vision and distance vision.

**WORK ENVIRONMENT**

Regularly works around electricity, energized equipment, moving mechanical parts and water and/or wastewater chemicals, some of which may be hazardous. Frequently exposed to outside weather conditions, including wet and/or humid conditions, extreme cold and extreme heat. The noise level in the work environmental is usually moderate.

**CERTIFICATES, LICENSES, TRAINING**

Alabama Water or Wastewater Grade IV Certification; valid Alabama Driver's License; CPR/First Aid Certification; Customer Service Skills and applicable safety training.

**OTHER REQUIREMENTS**

Available to work scheduled and unscheduled times to accommodate customer demands and emergency situations, including evenings, weekends, holidays or shift work; subject to random drug testing and driver's license checks according to DU policies; wear DU provided uniforms and maintain neat and clean appearance for meeting public; and perform all job tasks in a safe and professional manner.

Approved By: Tom Cleveland	Date: 6.13.2012
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