

**City of Martinsburg**



**JOB: WASTEWATER TREATMENT PLANT OPERATOR III**

**DATE: 11/26/2018**

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**REPORTS TO: UTILITIES DIRECTOR**

**1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: WASTEWATER TREATMENT PLANT OPERATOR III**

- **PAY STATUS: NON-EXEMPT**

**2. REQUIREMENTS:**

	<b>Education:</b>	Graduation from high school or GED equivalent and technical training in the operation of wastewater treatment facilities and five (5) years of experience in a wastewater utility, or any equivalent combination of education and experience.
	<b>Licensing, Registration or Certification:</b>	<p>Background check must be satisfactory.</p> <p>Pre-employment screenings must be passed.</p> <p>Must possess or be able to obtain at time of hire, and maintain a valid WV drivers license.</p> <p>Must possess and maintain a West Virginia Health Department Class III Wastewater treatment plant operation Certificate.</p> <p>Must possess and maintain a West Virginia Certified Laboratory Technicians certificate.</p> <p>Any certificate required by West Virginia Department of Health for Class III Operators.</p>
	<b>Experience</b>	Education and/or experience above or any equivalent combination of education and experience.
	<b>Skills, Knowledge and Abilities:</b>	<p>Working knowledge of equipment materials, facilities, methods and procedures used in the wastewater treatment plant operations and maintenance activities.</p> <p>Working knowledge of laboratory procedures and practices.</p> <p>Ability to perform process control calculations.</p> <p>Working knowledge of computer systems and data bases for process control and records/report writing.</p> <p>Ability to operate motor vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and some laboratory equipment as well as miscellaneous specialized equipment.</p> <p>Ability to perform duties in a safe manner.</p> <p>Ability to effectively meet and deal with the public, always being polite as a representative of the City.</p>

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		<p>Ability to communicate effectively both orally and in writing, with people on all levels and to understand and carry out verbal and written instructions.</p> <p>Ability to establish and maintain effective working relationships with City officials, vendors, regulatory agencies, department heads, associates, and the general public.</p> <p>Ability to handle stressful situations in a calm, reasonable and professional manner.</p>
<b>Physical:</b>	<b>Body Positions:</b>	Standing, walking, sitting, climb, balance, stoop, kneel, crouch and crawl.
	<b>Body Movements:</b>	<p>Must use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Must be able to meet any required physical standards.</p> <p>Must regularly reach with hands and arms.</p> <p>Must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds.</p> <p>Stand, walk, sit, stoop, kneel, crawl, balance, climb and crouch.</p>
	<b>Body Senses</b>	Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
<b>Mental:</b>	<b>Language</b>	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude.</p> <p>Must be able to communicate effectively verbally and in writing. Must be able to handle problems in a calm, reasonable manner.</p>
	<b>Supervision Exercised</b>	In the absence of the Utility Director and Laboratory Technician, would serve as supervisor. May also serve as a lead worker over lower level operators or maintenance workers.

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		<b>Reasonable Accommodations</b>	<b>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</b>
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**3. TASKS and DUTIES OF JOB: General Definition: Performs a variety of skilled laboratory analysis and maintenance work in the operation, maintenance and repair of the wastewater treatment facilities and systems. Employee works under the regular supervision of the Utilities Director. While performing the duties of this job, the employee frequently works in various outside weather conditions. While performing the duties of this job, the employee works near moving mechanical equipment and is exposed to wet and /or humid conditions. The employee may work in high, precarious places and is exposed to fumes or airborne particles, risk of electric shock and vibration. The employee is frequently exposed to toxic or caustic chemicals. Working with various chemicals and mechanical/electrical equipment can be hazardous if used in an unsafe method. The employee operates motor vehicles, laboratory equipment, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator and other specialized equipment. Noise levels are low to moderately loud.**

	<b>1</b>	Maintains the required confidentiality of all work. Certain trade secrets of industry and commercial business may be confidential.
	<b>2</b>	Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs and replaces equipment as necessary; charts laboratory test results for trend analysis and maintains accurate records of analysis and test results; evaluates data and water reports as required, evaluates data to make process adjustments.
	<b>3</b>	Operates, maintains, and repairs minor malfunctions at the wastewater treatment plant; monitors control panels, chlorinator, liquid chemical feed pumps; repairs gauges, pumps, filters and other controls and equipment.
	<b>4</b>	Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements; gathers and tests wastewater samples for plant efficiency reports as required and enters data into appropriate log books.
	<b>5</b>	Assures that plant operates within required standards.
	<b>6</b>	Trains and maintains lesser skilled operators in acceptable operation methods and procedures to assure proper wastewater treatment plant operations.
	<b>7</b>	Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves

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		to control and adjust flow and treatment process.
<b>8</b>		Disposes of waste generated by the operations of the Plant such as sludge and grit.
<b>9</b>		Monitors performance of electrical systems, circuits or equipment of the treatment plant notifying supervision of abnormalities.
<b>10</b>		Calibrates, modifies or repairs instrumentation and control equipment including recorders, flow meters and other flow monitoring equipment.
<b>11</b>		Periodically cleans, paints and makes minor repairs to the physical property of the plant assuring an appearance of a well kept facility.
<b>12</b>		Assumes the duties and responsibilities of the laboratory in the absence of the Laboratory Technician.
<b>13</b>		Maintains drawings and schematics of electrical, plumbing and other systems at the treatment plant.
<b>14</b>		Operates belt filter press.
<b>15</b>		Loads and unloads sludge. Drives truck hauling sludge, debris, grit and other waste material to designated disposal sites.
<b>16</b>		Any and all other duties assigned by the Utilities Director.

**4. MEASURES OF PERFORMANCE:**

<b>1</b>		Has a thorough understanding of job duties.
<b>2</b>		Shows an interest in job and City. Represents the City in a professional and ethical manner.
<b>3</b>		Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts.
<b>4</b>		Accepts and adapts to change, Learns new things quickly.
<b>5</b>		Cares about quality-rarely makes errors, Requires little direct supervision, able to work independently.
<b>6</b>		Has ability to multi task in changing situations, without undo stress or frustration.

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<b>7</b>		Practices quality employee/customer service/phone manner/public engagement.
<b>8</b>		Accurate in duties as assigned.
<b>9</b>		Prepares required reports accurately and timely.
<b>10</b>		Strives to develop and maintain skills necessary to progress in the position. Seeks opportunities to grow and develop in the Wastewater Treatment Plant Operator III position.

**I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.**

<b>Employee</b>	<b>Date</b>	<b>Supervisor</b>	<b>Date</b>
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