

**City of Malvern-2016
Plant Operator/WW
Job Description**

Exempt: No
Department: WW Plant Operator
Reports To: WW Plant Chief Operator
Location: Wastewater Plant
Date Prepared: November 05, 2009
Date Revised: June 04, 2015

GENERAL DESCRIPTION OF POSITION

This is skilled work in the operation of a wastewater treatment plant. Work involves responsibility for operation of the plant and routine adjustments of machinery and equipment operating controls. Performs routine maintenance on all plant equipment including painting. Interpretation of laboratory results to implement plant process control. The incumbent is also responsible for compliance with City ordinances, regulatory agencies, and applicable Federal, State, Municipal statues, guidelines, rules, and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Make plant rounds to check equipment and processes and to make minor adjustments to ensure effective plant operation. This duty is performed daily.
2. Complete logs and operator records to document operating conditions and plant data. This duty is performed daily.
3. Monitor and control plant flow rates by controlling pumping operations at lift stations. This duty is performed daily.
4. Make minor repairs to equipment and perform routine preventive maintenance activities. This duty is performed irregularly.
5. Keep records of any maintenance activities to provide documentation of maintenance efforts. This duty is performed irregularly.
6. Facility and grounds maintenance: equipment painting, clearing fence lines etc. This duty is performed weekly.
7. Provide weekend and holiday operations under certain circumstances. This duty is performed irregularly.
8. Provide on-call coverage for plant and lift station emergency call outs during off-staff hours. This duty is performed irregularly.
9. Housekeeping. This duty is performed weekly.
10. Conform to all safety rules as required by City policy and procedure and accepted standards in the industry including wearing personal protective equipment. This duty is performed daily.
11. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 0 to 6 months related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

GED or High School Diploma

Class I Wastewater License (Must Earn Within First Year)

Class II Wastewater License (Must Advance to Class II By End Of Two Years Of Service)

Valid AR Drivers License

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Competent Person Training/Certification

Confined Space Training/Certification

Pump (install/repair) Training/Certification

Lab Certified Training

Class III Wastewater License

Advanced Industrial License

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments:

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY**FREEDOM TO ACT**

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties /

responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Occasional contacts with patrons on routine matters.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is continuously exposed to work near moving mechanical parts, outdoor weather conditions; frequently exposed to toxic or caustic chemicals; and occasionally exposed to work in high, precarious places, fumes or airborne particles, wet or humid conditions, extreme heat, risk of electrical shock, vibration. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear, taste or smell; regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms; and frequently required to climb or balance, stoop, kneel, crouch, or crawl; occasionally required to sit. The employee must occasionally lift and/or move more than 100 pounds; regularly lift and/or move up to 25 pounds;

continuously lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

This position requires continuous education classes and courses to obtain or upgrade State Department of Environmental Quality licenses.

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