



Operator, Wastewater Treatment Plant Job Description **Adopted- 02.13.2023**

Position Summary: Assists supervisor in day-to-day operations of the Village's Wastewater Plant. Learns all facets of plant operation, laboratory and testing procedures, machine operations and maintenance, activated sludge process operations, grounds maintenance, and any other work that may be needed done. Reports to supervisor any concerns about plant operations and process controls.

FLSA Status: Non-Exempt

Reports to: Supervisor, Wastewater Treatment Plant

Supervises: n/a

Essential Job Functions: An employee in this position is required to perform the following essential functions, with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Learn and know how to perform all aspects of laboratory procedures required by the Michigan Department of Environmental Quality.
2. Know how to use reference books and manuals to perform laboratory procedures, recognize normal or unusual conditions of plant operations and testing to the supervisor.
3. Be neat and prompt with paperwork required to do various aspects of the job, laboratory, maintenance, and daily recording procedures.
4. Report to the supervisor any variations in operation or process that may be observed throughout the workday.
5. Know and be aware of changes in operations due to changes in the seasons.
6. Learn basic operation of plant equipment, its function, and how to perform basic maintenance.
7. Be aware of the basic tenants of activated sludge process control.
8. Adhere to Village's Personnel Policies & Procedures.
9. Know where to reference maintenance manuals, NPDES parameter limits, and any pertinent information needed to maintain normal plant operations.
10. Be knowledgeable of safety procedures required in all areas of the BWWTTP. Do not enter confined spaces without proper documentation, equipment, and assistance. Perform all other duties as assigned.
11. Be available to work weekends and have the ability to respond to plant emergencies on an "on-call basis."

Minimum Qualifications and Required Knowledge, Skills, and Abilities: The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position. Requirements include the following:

1. A High School diploma or equivalent. An associate degree or equivalent specialized training in a related trade is preferred.
2. The ability to acquire the State of Michigan operator license appropriate for the plant, currently a D within two (2) years from date of hire.
3. The ability to learn the procedures and practices of plant operations to efficiently operate equipment and maintain processing standards, within four months of employment.
4. The ability to learn the principals and practices of mechanics and mechanical repair to efficiently maintain plant equipment and implement effective maintenance schedules.
5. The ability to learn plant operations and processes to meet required standards.
6. The ability to learn the safety precautions and practices applicable in equipment repair and plant operations.
7. The ability to learn the laboratory testing and procedures to meet required standards.
8. Ability to work constructively and interact professionally with others.
9. The ability to learn how to interpret blueprints, and plans and specifications to troubleshoot equipment and understand plant operations.
10. Ability to respond to plant emergencies on an “on-call” basis at times other than normal business hours.

Physical Requirements and Work Environment: The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. A person in this position will be required to work in a ground level-controlled environment laboratory. They need to be able to negotiate stairs in two of the buildings and steps and stairs outside due to above ground design of treatment tanks. They may be required to work around elevated tanks doing maintenance such as cleaning, mowing, snow removal or other assigned jobs. There may be various chemicals in use due to the demands of treatment required, loud machinery, moving machinery and various pumps. Open tanks and confined spaces are located in the facility. The waste stream handled by the plant is contaminated with harmful bacteria as a normal product and may contain unknown health hazardous components at any time. Strict adherence to cleanliness, hand washing, proper sanitation techniques and equipment is absolutely required.