Wastewater Treatment Plant Operator
Job Description

Position Objective
To perform a variety of skilled and semi-skilled technical and maintenance work in the operation, maintenance and repair of the wastewater treatment plant and STEP system collection facilities. System consists of three recirculating sand filters (RSFs) and 238 STEP systems.

Duties and Responsibilities
Plant/Mechanical Operations:
- Monitor the performance of all equipment, gauges and charts in the treatment plant.
- Record statistical data concerning plant operations.
- Maintain, operate, repair and replace equipment as necessary or schedule for it to be done.
- Operate, maintain, and repair/replace malfunctions at the wastewater treatment plant; repair gauges, pumps, filters, valves, ultraviolet disinfection equipment, and other controls and equipment.
- Maintain, modify or repair instrumentation and control equipment including flowmeters, and other equipment as necessary.
- Clean filters and operate pumps and valves to control and adjust flow and treatment process.

Step System Operations:
- Monitor the performance of all equipment and lines in the collection system.
- Maintain, operate, repair, and replace equipment and lines as necessary or schedule for it to be done.
- Operate, maintain, and repair malfunctions at each STEP system; clean filters; repair/replace pumps, filters and other controls and equipment.
- Monitor sludge accumulation with Sludge Judge in STEP tanks and arrange for pumping as needed.

Laboratory Operations:
- Collect samples, arrange for analysis, and identify concentrations of chemical, physical and/or biological characteristics of wastewater required in accordance with the Missouri State Operating Permit.
- Collect and arrange for analysis of wastewater samples for plant efficiency reports as required by the Missouri Department of Natural Resources and the Missouri State Operating Permit.
- Perform and/or arrange for all testing required by the Missouri State Operating Permit.
- Perform and/or arrange for all testing necessary for proper operation of the treatment facility.
- Maintain testing data and all other records per Missouri DNR requirements
- Chart lab test results for trend analysis and maintain accurate records of analyses and test results.
- Evaluates data and write reports as required.
- Perform quality control tests on lab equipment and lab analyses where required.
- Evaluate procedures and results for accuracy and determine appropriate methods.

General:
- Assure that plant operates within required standards.
- May be asked to train other operators in acceptable lab methods and procedures to assure
accuracy of test results.
-Maintain drawings and schematics of electrical and other systems in the treatment plant and in STEP systems.
-Monitor performance of electrical systems, circuits or equipment of the treatment plant.
-Other duties as assigned or apparent.

**Essential Knowledge, Skills, and Abilities**

**Training and Experience**
Applicant must have a Class D or better Wastewater Operator Certificate from the Missouri Department of Natural Resources.
Two years of college or technical training in biology, environmental science, chemistry, or closely related field is a plus.
Experience in operation of a Wastewater Utility is a plus.

**Communications:**
Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions. Must be able to read and understand laboratory tests conducted in a wastewater treatment facility.

**Decision Making:**
Must act in a decisive manner using good judgment. Must be able to assess problems and situations; and anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the district.

**Interpersonal Relationships:**
Must be consistent in dealing with people; must be sensitive to other’s problems and concerns without direct involvement; must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations and the public. Must have the ability to work safely.

**Professional Attitude:**
Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with other; and self confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

**Quality of Work:**
Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

**Technical Knowledge:**
Must have knowledge and training in biology, environmental science, chemistry, or a closely
related field. Must have experience in a wastewater utility. Must have skill in the operation of a variety of lab equipment, generators, pumps, gauges, and other common tools. Must have the ability to perform control calculations.

Physical Abilities:
Must have the ability to read and discern visual images on a variety of media. Must have the ability to operate computer equipment, calculator and a variety of lab equipment.

PWSD #13 of Jefferson County, 10/24/2011