



<b>TITLE:</b>	<b>Wastewater Operator</b>	<b>LAST UPDATED:</b>	02/10/2017
<b>DEPARTMENT:</b>	Public Works	<b>Salary:</b>	\$16 - \$20/hr DOQ
<b>REPORTS TO:</b>	Wastewater Crew Leader	<b>FLSA DESIGNATION:</b>	Non-Exempt

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**Summary:** The Wastewater Operator is responsible for the operations, maintenance and repairs of the Wastewater Treatment Plant and lift stations to ensure proper treatment and effective processing and compliance with TCEQ.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Attendance and punctuality is an essential function of this position.
- Conducts hands on operation of treatment plant as well as maintenance and repair to the facility and equipment.
- Responsible for taking samples, testing, and recording results and ensures plant is operating within TCEQ permit.
- Keeps plant equipment in operable condition; ensures equipment has proper preventative maintenance and inspections.
- Responsible for maintaining log books.
- Cleans Wastewater Treatment Plant infrastructure as needed.
- Schedules pickups for sludge.
- Maintains accurate records to comply with the discharge permits.
- Must be able to lift and/ or move up to 100 pounds.

**Additional Duties:**

- Attends regulatory and training classes.
- Train personnel in operations, maintenance and repair of plant, as necessary.
- Check and maintain lift stations daily and report any issues to the Wastewater Crew Leader.
- Assist Collections department as needed.

**Knowledge, Skills, and Abilities:**

- Must be knowledgeable of wastewater operations, maintenance and repair of wastewater pumps and control systems.
- Must be knowledgeable of wastewater laboratory procedures.
- Maintain accurate records and reports to remain in compliance with the discharge permit.
- Knowledge of confined spaces.
- Experience in wastewater treatment processes such as an Oxidation Ditch, Sequencing Batch Reactors and Diffused Aeration.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blue prints, city maps and procedure manuals.
- Ability to prepare routine reports and correspondence.
- Ability to communicate with other employees and the general public.
- Ability to work weekends and holidays and be on call, responding to calls during non-working hours.

**Minimum Qualifications:**

- High School Diploma or GED equivalent.
- Must have a Class C Wastewater Treatment License
- Must have at least 2 years of work experience in operating a wastewater plant.
- Valid Texas Class "C" Driver's License with a good driving record.
- Must pass a pre-employment drug screening and/or post-offer physical exam.