



Wastewater Treatment Plant Operator Position Description

Department: Planning and Public Services Department
Pay Grade: See below for Operator Classes
FLSA Status: Non-exempt

General Definition of Work

Performs technical work operating a wastewater treatment plant, collecting, preserving, and analyzing samples; reading gauges and charts; maintaining plant equipment; maintaining records; preparing reports; general cleaning and groundskeeping; and related work as apparent or assigned. Work is performed under the supervision of the Chief Operator, the Assistant Chief Operator, the Senior Operator, and/or the Wastewater Operator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below represent the required knowledge, skills, and/or abilities. Reasonable accommodation(s) may be made to enable an individual with disabilities to perform essential functions.

Essential Functions

- Monitors plant operations, performs preventative maintenance, security checks, and safety inspections; makes operational changes as directed.
- Collects samples and performs precise laboratory analysis; analyzes data, logs results, and writes reports.
- Oversees and trains trainees on plant operations and procedures.
- Loads, unloads, and distributes chemicals and other supplies.
- Maintains records, logs, and supplies inventory.
- Performs general building and grounds maintenance and housekeeping.
- Responds to facility emergencies as needed.

Knowledge, Skills, and Abilities

Ability to acquire the knowledge of wastewater treatment plant principles and operating practices; ability to acquire the knowledge of the operating characteristics and maintenance requirements of a wastewater treatment plant; ability to detect flaws in the operation of equipment and to take proper remedial measures; ability to keep records and prepare reports; ability to establish and maintain effective working relationships with coworkers, subordinates, and the general public.

Education and Experience

High school diploma or GED. Valid Commonwealth of Virginia driver's license.

Operator Classes

Knowledge, Skills, Abilities, Education, and Experience requirements are listed for a trainee. As higher-class operators' licenses are obtained, the employee is expected to be more proficient with plant operations and work independently. Class II Operators are expected to run the plant operations with little or no direction.

Paygrade 105 – Trainee
Paygrade 106 – Class IV Operator



Paygrade 107 – Class III Operator
Paygrade 109 – Class II Operator
Paygrade 110 – Class I Operator

Licenses or Certifications

Complete Small Water Systems Operation and Maintenance Course within six (6) months of employment. Obtain a
105 – Trainee, obtain a Virginia Class IV (4) Waste Waterworks Operator’s license within 12 months of employment.
106 – Class III Operator, hold a Virginia Class III (3) Waste Waterworks Operator’s license
107 – Class II Operator, hold a Virginia Class II (2) Waste Waterworks Operator’s license
108 – Class I Operator, hold a Virginia Class I (1) Waste Waterworks Operator’s license

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force by means of pushing, pulling, lifting or repetitive motions; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, climbing or balancing, pushing or pulling and lifting and occasionally requires stooping, kneeling, crouching or crawling, tasting or smelling; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to fumes or airborne particles and exposure to toxic or caustic chemicals, frequently exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock and occasionally requires working in high, precarious places, exposure to extreme heat (non-weather), exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Schedule and Compensation

This is a full-time position with benefits. The schedule generally requires a rotating shift, 8-hour workday, with weekends and on-call required. Schedule may vary based on the plant needs. Paid training opportunities may also be available.

Acknowledgment

I acknowledge that I have received this position description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, responsibilities, and subsequent revisions.

Employee Name

Employee Signature

Date