



## Job Description

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**Department:** Wastewater  
**Job Title:** Wastewater Plant Operator Class D  
**Reports to:** Plant Manager  
Date job description last revised: September 2018

**Status:** Non-exempt  
**Job Level:** 4

### **GENERAL DESCRIPTION OF DUTIES:**

Performs a variety of skilled and semi-skilled work related to the operation and maintenance of the wastewater treatment plant.

### **ORGANIZATIONAL RELATIONSHIPS:**

Reports to the Wastewater Plant Manager. Works closely with other staff members of the wastewater treatment plant and also assists in other areas of the public works organization as needed and will work under the direction of public works supervisors in those instances.

### **ESSENTIAL DUTIES:**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Salida retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Class D Operator may perform some duties associated with Class A certification. Will fill in as plant manager for a short period of time in absence of Plant Manager, Class A, Class B and Class C operators.
- Performs operation of the Wastewater Treatment Plant, including receiving raw untreated wastewater, mixing chemicals, coagulation of suspended matter, sedimentation of matter, filtration and disinfection of wastewater and dechlorination of wastewater.
- Pulls sludge from digester, adds proper enzymes and chemicals to wastewater, monitors and changes chlorine and sulfur dioxide cylinders as necessary.
- Works with the biosolids dewatering system.
- Changes charts and recording sheets; inspects motors and pumps, bearing and gear boxes for overheating and proper lubrication, checks temperature on digester heat exchangers.
- Maintains records and reports on daily plant activity, which includes all chemical usage, flow rates and laboratory analysis and reports it to manager, and/or records in computer systems.
- Maintains equipment, building and grounds in a clean and orderly manner by cutting and pulling weeds, moving grass, shoveling snow and other miscellaneous duties.
- Follows the safety program, City policies and procedures and encourages a safe working environment.
- Performs other work as needed or as directed by manager.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of principles, procedures, and practices to the operation and maintenance of wastewater treatment plant and equipment.
- Must be comfortable using a personal computer and printer, programs including the plant SCADA, MS Word & Excel, be able to navigate the web and other office equipment.
- Ability to establish and maintain effective working relationship with employees, other government agencies and the public.
- Attention to detail and accuracy.
- Ability to communicate effectively verbally and in writing.
- Must possess a valid Colorado Driver's License.

### **EDUCATION AND EXPERIENCE:**

High school education completed; one to three years work experience. Up to two years' experience in treatment plant operations or a Class "D" Colorado Wastewater Plant Operators License. Working towards a Class C license.

### **ENVIRONMENTAL AND PHYSICAL CONDITIONS:**

Continuous physical effort involves standing, stooping, bending, lifting, climbing ladders, operating and maintaining equipment, etc. Constant work activity may produce fatigue at the end of the workday. Uncomfortable or hazardous working conditions exist along with exposure to harmful noise, fumes, odors, heat, dust, temperature extremes, materials, tools, chemicals, deadly gases, etc.

The hazardous work areas are identified and precautions should be taken in these areas, as well as constant safety-minded efforts and compliance with all safety procedures. As in any water industry there are always potential hazards that can cause slips and trips, special attention needs to be given in all areas of the facility. Personal protective equipment often required and used while on the job.

Must be able to lift/push/pull 60 pounds and, specifically, must have the ability to handle 55 gallon barrels of polymer. Occasional need to maneuver pumps and motors and other equipment.