



BOARD OF PUBLIC WORKS
JOB ANALYSIS SCHEDULE
OPERATOR –WASTEWATER TREATMENT PLANT – UTILITY SYSTEM
Non-Exempt – Safety Sensitive

WORK PERFORMED:

The Operator reports to the Facilities Supervisor, and works under the direct supervision of the Senior Operator at the Wastewater Treatment Plant. The Operator performs various skilled tasks in the operation, repair, maintenance, control, and monitoring of the Wastewater Treatment Plant. The operators' job duties include, but are not limited to:

- Wastewater Plant operations, including adjustments to meet loading/flow conditions, process control, laboratory operations, maintain plant operating records/logs and related incidental duties.
- Perform minor repair, replacements and preventative maintenance on all Plant equipment and facilities. Perform custodial and building maintenance, including upkeep, cleaning, and care of grounds of the Plant site.
- Collect samples from various Plant flow streams, using both manual and automatic sampling points, perform water quality/process control tests (including dissolved oxygen, settleable solids, suspended solids (SS), pH, BOD, chlorine, etc.) and properly enter test results in Plant records system. Operator must know and follow applicable standard methods for all laboratory work.
- Properly oversee the Wastewater Plant during shift operation, immediately respond to process upsets/equipment malfunctions, and report any potential non-compliance conditions immediately.
- Manual labor in connection with job duties including operation of equipment, use of tools, operation/calibration of instruments and various maintenance activities at Plant.
Operation of HBPW Wastewater Plant equipment/vehicles, including; trucks, and pick-up truck. Operator may be required to obtain and maintain a valid Missouri CDL Driver's License as a condition of employment.
Operator must possess within one year of hire a valid and current wastewater treatment license in the State of Missouri with a minimum level of D. The Operator shall continue to improve his/her skills and obtain a higher grade wastewater licensing as more experience/schooling warrant. The operator licensing level shall comply with the minimum criteria of the State of Missouri, however, the HBPW may require a higher level when deemed necessary to insure proper plant operation.
- Must be available for emergencies and Standby Duty weekly rotation, and able to respond to the plant within 30 minutes.
- This position requires the Operator to perform a variety of tasks, including manual labor, laboratory procedures, maintenance/repair work, and custodial duties. Therefore, the individual must be knowledgeable and able to perform the following:

Wastewater Treatment Plant Elements:

- Be knowledgeable of Plant's treatment processes, preliminary screening and grinding, activated sludge, oxygen production, preliminary treatment, clarification, sludge digestion, sludge dewatering, disinfection and accept responsibility for proper control of said processes.
- Be knowledgeable of construction drawings and be able to interpret drawings as they relate to Treatment Plant operations.
- Be knowledgeable of, pumps, valves, compressors, mechanical/electrical controls, chlorine feed equipment, sludge processing equipment, oxygen production system, and various laboratory testing equipment.
- Be knowledgeable of safety program, safety procedures, reporting requirements and comply with all safety issues. Special emphasis shall be placed upon knowledge of hazards associated with sanitary sewer facilities including dangerous conditions, gases such as H₂S, shoring, bracing, trench safety measures, proper oxygen levels, protection measures to prevent disease/infections, and other appropriate safety precautions. Special training on the correct use of various safety devices will be necessary including such items as lab equipment, safety belts, gas monitors, and SCADA.
- Be knowledgeable of and comply with standard safety practices and the risk management program when working in, around, or near untreated wastewater, biosolids, chlorine gas, pure oxygen, and other harmful chemicals that you may encounter.
- Be knowledgeable of all permits, permit conditions, operating procedures, notification procedures, sludge application requirements, current and future EPA and MDNR regulations, and other requirements which apply to the Hannibal Wastewater Treatment Facilities and adhere to same.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Responsible for completing all job duties and other assigned tasks efficiently, timely, safely, properly and correctly.
- Responsible for personal/jobsite safety and compliance with HBPW Policies.
- Able to perform all physical job functions and knowledgeable of the Wastewater Plant elements.
- Able to obtain a CDL license, possess a valid driver's license, able to properly operate HBPW vehicles and plant equipment.
- Able to use tools, equipment and maps common to Treatment Plant operations.
- Able to repair pumps, valves, compressors, mechanical, electrical controls, chlorine feed equipment, and sludge processing equipment.
- Able to perform manual labor tasks, able to report to work on short notice during emergencies and able to work extended shifts during manpower shortages.
- Available for emergencies and Standby Duty, and able to respond to the job site within 30 minutes.
- Understand and implement safety regulations and policies of the HBPW, including those in various manuals as well as those directly taught by Supervisor. Attendance at safety meetings is required as well as the immediate reporting of accidents, incidents, violations, improper acts and defective equipment. All work shall be performed safely, with equal emphasis on the safety of the employee, other fellow workers and that of the General Public. Employee will not proceed with any assigned work function if in doubt as to correct procedure.
- Conduct shall comply with safety rules, standard operating procedures, verbal instructions, working rules, personnel policies, Memorandum of Understanding, and other applicable standards. While on duty, the interaction with the General Public and other workers shall be courteous, and a positive attitude shall be displayed. Employee evaluations shall be performed and any unsatisfactory aspects of the evaluation shall be corrected by the next evaluation.
- Able to follow oral and written instructions, able to accurately and neatly complete operating records/test results/plant log sheets. Must be able to operate calculator, read Plant meters, install sampling equipment, read/replace recorder charts, and make responsible decisions regarding plant operations, process control adjustments and emergency notifications. Any and all potential violations of environmental requirements are to be immediately reported to Supervisor.
- Able to effectively communicate, orally and in writing, able to work well with others, and able to work alone without supervision. Individual must be self-motivated and reliable. When required, Operator shall assist in and be a willing participant in the training/orientation of other Operators.

SAFETY RESPONSIBILITIES:

The Operator is required to comply with all safety regulations of the HBPW. The Operator is a Safety sensitive position, performing safety sensitive functions that directly affecting the safety and wellbeing of oneself, plant workers and the public. All positions must comply with the HBPW Drug Free Work Place policy.

PHYSICAL DEMANDS:

- The physical capabilities of the Operator are described in relation to those needed to successfully perform the essential functions, however, reasonable accommodations shall be made to enable persons with disabilities to perform said functions.
- The performance of the job requires the employee to walk, sit, talk, hear, use hands and fingers for job functions, ability to reach with hands and arms and the ability to voice communicate. Employee must have hand-eye coordination necessary to operate various tools and equipment of the HBPW. Employee shall have close vision and the ability to focus. Employee shall be able to lift at least 75 pounds. Employee must be able to work under adverse conditions including dampness, wet weather, hot weather, snow, ice, etc. and will be required to work outdoors.
- The job tasks involve intensive manual labor, including digging, lifting, standing, walking, stooping, bending, kneeling, tool and equipment operation.
- Able to improve skills, talents and knowledge of Treatment Plant operations, and advance to accredited skill levels through acquisition of higher grade, operator licenses. Improved skills, talents and responsibilities shall be expected with time.
- Able to report to work promptly and fulfill job duties. Attendance record shall be good, free from excessive absences. Operator shall be required to report to work daily in clean uniforms as provided by the HBPW.
- Able to relate responsibly and respectfully with other employees and the General Public.

The duties listed above are intended only as illustrations of the various types of work that may be performed.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.