



CITY OF INGLESIDE JOB DESCRIPTION

Wastewater Operator I

Department: Wastewater
FLSA Status: Non-Exempt
Effective Date: 05/13/2020
Pay Grade: 5

POSITION SUMMARY

Performs intermediate technical work operating a wastewater treatment plant, taking samples, performing routine tests, ensuring proper plant operation, maintaining records and files, and preparing reports. Also performs manual work including routine maintenance and repair duties for public utilities; manhole installation and maintenance; cleaning wastewater lines and manholes; lift station maintenance, and related work as apparent or assigned. Work is performed under the limited supervision of the Chief Wastewater Plant Operator.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Makes tours of plant and checks engines, generators, pumps, tanks, filters, valves, and other equipment for proper functioning, monitors gauges, meters, and control panels.
- Records readings from meters and instruments; maintains various records and logs on plant operations.
- Regulates and adjusts motors, pumps, blowers, valves and other apparatus, plant machinery, and equipment to meet changing operating conditions.
- Collects samples of raw sewage, primary treatment effluent, and grit for laboratory analysis; performs tests such as chlorine residuals, pH, etc.
- Checks dissolved oxygen in basins; inspects blowers and grit classifier.
- Operates solids handling equipment; runs the gravity wet box; and adjusts flow and polymer.
- Skims grease from settling tanks; backwashes filters; cleans bar screens; checks chemical tanks and fills with required chemicals; and checks sludge levels.
- Operates pump truck in the transportation of raw waste.
- Performs minor maintenance and lubrication on equipment; cleans and services pumps, motors, and other equipment.
- Makes minor or emergency repairs, reports defects to proper personnel.
- Performs minor preventive maintenance on plant equipment; assists with plant maintenance and repair.
- Operates a variety of light equipment including sewer cleaning equipment.
- Monitors SCADA systems.

- Maintains department vehicles and equipment to ensure proper and safe operation.
- Assist with other departments maintenance work as needed or required.
- Performs the functions and responsibilities of a Wastewater Laborer
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Limited supervision
- Under the direction of the Chief Wastewater Plant Operator

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education** – High School Diploma or GED
- **Experience** – Minimal Experience in the operation of a wastewater treatment plant
- **License or Certificate** – Valid driver's license in the State of Texas (Class C required; Class B preferred). Must have a Texas Commission on Environmental Quality (TCEQ) Class D Wastewater License and at least 1 year of experience.
- **Special Requirements** – Must obtain TCEQ Class C Certification within three years.

Required Education:	High School Diploma/GED
Required Experience:	Minimal experience
Combination OK?	Yes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Some knowledge of the operating characteristics and maintenance requirements of a wastewater treatment plant.
- Some knowledge of hydraulic, chemical, and mechanical principles pertinent to wastewater treatment plant operations.
- Some knowledge of the occupational hazards of the work and of the necessary safety precautions.
- Skill in the use and care of hand tools.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.
- Ability to understand and follow oral and written instructions.
- Ability to read meters and charts accurately and to maintain records of shift operations.
- Ability to establish and maintain effective working relationships with associates, vendors, businesses, and the public.

Admin.:	Memos, letters, and reports
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PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.
- Work regularly requires using hands to finger, handle, or feel; reaching with hands and arms; frequently requires standing, walking, stooping, kneeling, crouching or crawling, lifting, and repetitive motions; and occasionally requires sitting, climbing or balancing, smelling, pushing, or pulling.
- Work has standard vision requirements.
- 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 operating motor vehicles or equipment and observing general surroundings and activities.
- Work requires preparing and analyzing written or computer data
- Work occasionally requires exposure to outdoor weather conditions, exposure to toxic or caustic chemicals, exposure to fumes and airborne particles, or exposure to bloodborne pathogens, and may require the use of specialized personal protective equipment.
- Work is generally in a moderately noisy location (e.g. on or near noisy equipment).

Weight	10-50 lbs.
Environment	Mod. Noisy
Physical Activity	Heavy

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date