



**CITY OF LAKE ALFRED
PUBLIC WORKS DEPARTMENT
JOB DESCRIPTION**

TITLE: Wastewater Treatment Plant Operator
Grade 8 – full time

DEPARTMENT: Public Works - Utilities

GENERAL DESCRIPTION: Skilled work in the operation and maintenance of the Wastewater Treatment Plant equipment and facilities. Work involves responsibility for the care and efficient operation of the wastewater treatment plant. This position requires shift work, including nights, weekends, and holidays, as the treatment processes are operated on a continuous basis. Accountable to and works under the direction of the Superintendents and Public Works Director.

ESSENTIAL JOB DESCRIPTION:

- A. Takes readings and makes varied tests on new, primary and final sewage. Prepares detailed records and reports in a timely manner.
- B. Checks digester level.
- C. Makes operational checks on equipment at wastewater plant, pump house and lift stations.
- D. Removes grease deposits, debris and sand from wet wells. Drains, cleans and maintains pumps. Keeps equipment clean, lubricated and painted.
- E. Changes chlorine cylinders as needed and checks supply.
- F. Takes samples of wastewater flow and assists in analysis of suspended settleables and total solids.
- G. Prepares detailed records and reports in a timely manner
- H.
- I. May be required to transport, mix, handle or use hazardous materials and is responsible for facilities or equipment carrying current, fluids or gas that could endanger the public or other employees. Hauls bio-solids to land application sites as needed.
- J. Is required to respond under emergency conditions.
- K. Performs other related duties as directed or required by the Public Works Director.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Knowledge of functions and servicing of mechanical equipment and machinery in sewage disposal plants.
- ❖ Knowledge of processes involved in treatment of raw sewage and of some chemistry.
- ❖ Knowledge of safety regulations, occupational hazards, precautions and the promotion of safety.
- ❖ Ability to inspect machinery and mechanical equipment and detect flaws and defects in operations.
- ❖ Ability to read meters and charts accurately and maintain simple records of shift operations.
- ❖ Ability to operate work related equipment.

Ability to establish and maintain effective working, harmonious relationships with co-worker, other city employees and the general public.



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EDUCATION AND EXPERIENCE:

High school graduate or possession of an acceptable equivalency diploma, and two years experience in wastewater plant operations, or any equivalent combination of education and experience. *(A comparable amount of education, training or experience may be substituted for the minimum qualifications.)*

LICENSES, CERTIFICATION OR REGISTRATION:

- ❖ Valid State of Florida Class "C" Wastewater certificate
- ❖ CDL may be required within six months of date of appointment (depending on job assignment and work location Note: CDL-classified vehicles which are not driven on public roadways do not require a CDL license.
- ❖ Must possess and maintain a state of Florida Class "C" Wastewater Plant Operator certification or higher.

ESSENTIAL PHYSICAL SKILLS:

- ❖ The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.
- ❖ Ability to communicate orally and in writing.
- ❖ Exposure to hazardous conditions, noxious chemicals and prolonged high noise levels
- ❖ Perform tasks at elevated levels.

ENVIRONMENTAL CONDITIONS:

Work environment requires exposure to hazardous conditions, noxious chemicals and prolonged high noise levels. The employee will be required to work in bright/dim light and adverse weather conditions. Requires work that involves walking or standing some of the time, exerting up to 60 pounds of force on a recurring basis, routine keyboard operations.
(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

POSITION CLASSIFICATION EXEMPTION STATUS:

Non-Exempt