

## WASTEWATER TREATMENT PLANT OPERATOR

GENERAL STATEMENT: The Wastewater Treatment Plant Operator shall have general charge of the sewage treatment and disposal for the City of Owen, including all its transmission and force mains, pumping treatment/disposal equipment and buildings.

### REQUIREMENTS:

1. Must possess or be able to obtain, within a reasonable period of time, the following licenses:
  - a. A Grade 1 certification for Wastewater Operators.
2. Must obtain any annual required O.S.H.A. and D.N.R. safety credits.
3. Must apply for and be able to obtain Commercial Driving License (CDL) Class B, C, & D.

### RESPONSIBILITIES:

1. Maintains the operation of the wastewater treatment facility.
2. Maintains the care and maintenance of sewer buildings and grounds.
3. Assures accurate records of wastewater flow at the plant and from major users are kept.
4. Assures regular examinations and tests of the sewage from major users are done and works with major users to solve any treatment problems.
5. Assures regular examinations and tests performed on the raw sewage at the plant and determines proper course of action for treatment.
6. Assures completions of all tests, checks, and forms required by State agencies.
7. Assures that all records and proper forms associated with the use and operation of the treatment plant are filed properly.
8. Maintains individual knowledge and training in the operation of the wastewater plant.
9. Assures that treatment plant's sludge is disposed of in a proper manner.
10. Assures that the operation, care, and maintenance of all equipment associated with the operation of the plant is properly performed.
11. Helps to prepare the budget for the wastewater treatment plant, and operates within its constraints.
12. Maintains an Operator's Log which notes the daily operation and maintenance of the plant.
13. Performs all other duties assigned by the Public Works Director.
14. Demonstrate individual initiative in finding work.
15. Is familiar with the employee Benefits, Rules, and Regulations.
16. Works cooperatively with all city employees.
17. Is courteous and civil to all citizens when on the job.
18. Performs assigned overtime duty.