

Job Title: Operator - Wastewater Treatment Plants

Department: Public Property -- Including Water, Sewer, & Natural Gas; Municipal Pool; & Other Properties.

Job Summary:

Responsible for performing effective and efficient daily operations for the municipal wastewater plants and sewer collection system. Position will require availability to respond to emergency calls outside of normally scheduled hours, weekend, and holiday shifts based on work/relief schedule.

Essential Job Duties and Responsibilities:

- Under direction from the Responsible Operator in Charge (ROINC) or Utility Superintendent will perform operation and maintenance of the city's wastewater treatment plants and sewer collection system.
- Responsible for chemical, mechanical, and biological treatment operations of wastewater treatment plants. Preparation of required Environmental Protection Agency (EPA) reports and ability to adjust treatment to maintain permit compliance with EPA standards.
- Responsible for performing sampling and lab analysis of treatment process to maintain water quality compliance with EPA standards.
- Responds to twenty-four-hour emergency calls; especially those regarding plant or collection system operations relating to mechanical failures, chemical imbalances, maintenance issues, or other disruptions in treatment processes.
- Responds to customer questions and complaints by investigating and resolving problems, and informing the ROINC or Utility Superintendent of actions and solutions taken or needed.
- Responsible for performing recordkeeping tasks. Responsible for process monitoring and quality control and EPA reports; permit applications, maintaining supply inventory, and routine equipment maintenance records.
- Responsible for performing routine repair and maintenance work to the wastewater treatment plants and collections system including but not limited to: cleaning, painting, equipment repairs, maintenance of property including grounds, doors, windows, walls, and office equipment.
- Ability to assist other departments in case of emergency including repairs of gas, water, and sewer leaks. Relights due to gas outages. Storm or natural disaster clean-up and other scenarios to protect and assist the city in maintaining a high level of service to its residents.
- Performs construction work in the installation of water, sewer, or assisting in natural gas mains and service lines. Responsible for inspecting and testing to ensure compliance with city ordinances, Environmental Protection Agency (EPA) and federal pipeline safety standards and qualifications.
- Responsible for metering. Performs metering tasks which may include reading, repairing, replacing, maintaining, and inventory; responds to reports of metering discrepancies and tampering.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties, not mentioned in this description that are of similar kind or level.

- Operates heavy equipment and power tools including trucks, tractors, backhoe, trencher, front loader, motorboat, compressors, jackhammer, power tools, chainsaw, hand tools, pumps, generators, laser levels, and electrical testing instruments.
- Performs other job-related duties and functions as required or assigned within area of expertise or scope of the position.

Supervision Received:

This position reports directly to the Responsible Operator in Charge (ROINC), Utility Superintendent and the Commissioner of Public Property.

Minimum Qualifications:

High school diploma or equivalent with additional specialized training in municipal water supply and wastewater treatment operations. A Class IV Illinois Wastewater Treatment Operators License or ability to obtain within 12 months of hire. A Class B Commercial Driver's License or ability to obtain within 6 months of hire. Specialized training in public works construction, and one to three years related work experience, or other equivalent combination of education and experience, are required. Must be able to display proof of skills with computer-based programs including: Microsoft Office, GIS and GPS recording equipment, SCADA software controls and record keeping software.

Additional Knowledge, Skills, and Abilities:

Working knowledge and comprehension of Environmental Protection Agency regulations, Illinois Department of Labor Safety Standards, Federal Pipeline Safety Standards, related regulations, practices, and city policies and procedures, comprehension of basic mathematics and chemistry, ability to perform physical aspects of job duties, ability to operate plant and laboratory equipment and tools; ability to lift chemical supplies, ability to perform water/sewer tests and make adjustments to plant equipment; ability to calculate various measurements for new construction and repairs, ability to perform utility service testing procedures, ability to operate light to heavy equipment, tools, instruments and communications equipment, effective communication and interpersonal skills within a work team. The ability through employer sponsored training of obtaining a Class 1 wastewater in accordance with the state's requirement for experience and continuing education. The ability to maintain all licenses held through the Illinois Environmental Protection Agency (IEPA) with the annual completion of all continuing education requirements.

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