



TITLE: Wastewater/Water Plant Operator I/II
PG: GL/GO (dependent on qualifications)
DEPARTMENT: Public Utilities – Wastewater/Water
REPORTS TO: Chief Wastewater Plant Operator/Chief Water Plant Operator
REVISION DATE: JULY 2022

PURPOSE OF POSITION:

The purpose of this position is to perform intermediate technical work in the operation and maintenance of the water/wastewater treatment plant; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate plant personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Monitors plant operations; adjusts plant operations; troubleshoots and maintains plant equipment; calibrates equipment; records and maintains plant operation records; performs laboratory tests.
2. Oversees proper functioning of water pumps, motors, chlorinators, filters and chemical feeders making adjustments as necessary to maintain proper flow of water.
3. Makes regular tours of plant ensuring proper functioning and plant operations.
4. Performs manual cleaning or preventive maintenance duties as assigned.
5. Installs, maintains and/or repairs engines, motors, pumps, controls and compressors.
6. Uses hand, bench and machine tools in the repair and maintenance of pumps, valves and other plant machinery and equipment.
7. Records readings from meters and instruments.
8. Regulates and adjusts motors, pumps, blowers, valves and other apparatus to meet changing operating conditions.
9. Checks pumps, motors, filters, belts, compressors, connections, oil level temperature, etc. at treatment plant;
10. Replaces and repairs bearings, shafts, sleeves and other parts.
11. Maintains maintenance records and recommends necessary repairs.
12. Repairs and replaces worn out parts.
13. Compiles and maintains reports on water pumped for monthly and daily averages.
14. Notes readings of meters and indicators.
15. Changes charts on recording meters and gauges.
16. Collects water samples from designated points.
17. Makes physical checks and runs chemical tests, including temperature, turbidity, chlorine, alkalinity, pH, hardness, fluoride, CO₂, iron, manganese and bacteriological tests.
18. Makes chemical feed and treatment adjustments.
19. Replenishes treatment equipment with chemicals.
20. Keeps basins free of foreign matter.
21. Collects samples of raw sewage, primary treatment effluent and grit and performs basic physical and chemical analysis, such as fecal coliform, chlorine residuals, pH analysis, etc.
22. Pumps sludge, drains tanks, changes clarifiers.
23. Cleans, services, maintains and repairs pumps, motors and other equipment.
24. Makes emergency repairs.
25. May be required to assist in operating the treatment plant.
26. May be required to work overtime and/or be on call; and be able to respond to emergencies within a reasonable time.
27. Performs general maintenance and grounds keeping duties.
28. Regular and predictable attendance.
29. Ability to work in a cooperative manner with others.
30. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Wastewater/Water Plant Operator I

- High School Diploma/GED.
- Two (2) years' recent experience in maintenance work involving plumbing, mechanical and electrical repair and installation.
- Must have valid driver's license.
- Must secure a Class III Water/Wastewater Treatment Plant Operator certificate issued by the State of Tennessee within one year of appointment, and must retain certification throughout employment.

Wastewater/Water Plant Operator II

- Must meet all the qualifications of Water/Wastewater Plant Operator I; and
- Must possess a Grade IV Water/Wastewater Treatment Plant Operator certificate issued by the State of Tennessee, and must retain certification throughout employment.

***Note: Plant Operator II level eligibility is attained by achieving the Class IV license. Duties and performance requirements at the Wastewater/Water Plant Operator II level have greater expectations and responsibilities than that of the Plant Operator I.**

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the operating characteristics and maintenance requirements of a water/wastewater treatment plant.
- General knowledge of hydraulic, chemical and mechanical principles pertinent to water/wastewater treatment plant operations.
- General knowledge of the principles, practices, equipment and methods used in water/wastewater treatment and pumping operations.
- General knowledge of the occupational hazards connected with water/wastewater plant and related activities and of necessary safety precautions.
- Some knowledge of chemistry as applied to water/wastewater treatment.
- Ability to adjust water pumps, chemical feed machines and other water/wastewater plant equipment.
- Ability to check the operation of equipment and to detect defects in operation.
- Ability to take accurate readings, to keep routine records and to make arithmetical computations.
- General knowledge of occupational hazards of the work and of necessary safety precautions.
- 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.
- Some skill in the use and care of hand tools.
- Ability to establish and maintain effective and professional working relationships with vendors, staff, and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.

- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:

The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

The City of Gallatin is an Equal Opportunity Employer, drug-free with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability or military service.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.