

WASTEWATER TREATMENT PLANT OPERATOR II (TRAINEE)
JOB DESCRIPTION CITY OF PORTLAND

Position Title:	WWTP Operator II (Trainee)	Reports To:	WWTP Chief Operator
FLSA Status	Non-Exempt	Department:	Wastewater Treatment Plant
Revision Date(s)	01/06/25	EEO Class	11

Sign, Date and Return to HR: *Please sign the Job Description Acknowledgement at the end of the job description & return the signed Job Description to Human Resources with the balance of your new-hire packet sign-off sheets.*

Solid

JOB SUMMARY: This position differs from the Maintenance Worker as a promotional step based on Job Training and skills related to the operation of general plant maintenance. It is also designed to allow OTJ training for further education and eventual certification. It requires a minimum of two years relevant experience as a Maintenance I. This employee helps operate and maintain the wastewater treatment plant. The employee may also perform a variety of general labor activities such as operation of a truck, mower, general mechanical repairs, painting, etc. The employee is under the direct supervision of the Wastewater Treatment Plant Chief Operator. Work is generally routine and is accomplished in accordance with established policies, procedures and practices. This employee will operate a truck and may operate a mower, hand tools, computer, self-contained breathing apparatus, portable pump, generator, Spec 20, D.O Meter, tetramer, PH meter, meter balance, COD reactor, muffle furnace, microscope, auto clave, tractor, rodding machine, power tools, copier, calculator, distillation apparatus, and other equipment as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Conducts bacteriological and chemical test required by state and federal regulations;
- Adds proper treatments to wastewater;
- Completes a variety of reports as required by local, state, and federal regulations;
- Performs plant checks;
- Conducts lab work to determine the quality of wastewater;
- Moves solid waste from one area to another through the use of pumps;
- Performs laboratory tests relating to PH, dissolved oxygen, settability, BOD, COD, ammonia, fecal coliform and various other microscopic tests;
- Participates in standard maintenance and repairs of equipment;
- Complies with city, state, and federal laws, rules and regulations relating to the process of wastewater treatment;
- Performs general maintenance and general labor activities such as mowing grass, spraying and weed-eating, picking up debris, painting, etc.;
- Performs or assists with repairs on light and heavy equipment;
- Performs other duties as assigned.

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

- Ability to learn and master knowledge of lab's testing procedures and techniques;
- Ability to understand detailed procedures;
- Ability to obtain knowledge of state and federal laws and regulations;
- Ability to read and calculate formulas;
- Ability to obtain knowledge of then practice appropriate occupational safety and hazard procedures and wear assigned Personal Protective Equipment (PPE);
- Ability to diagnose and resolve problems within the wastewater treatment system;
- Ability to understand and follow moderately complex written and verbal instructions, read, write legibly and make accurate arithmetic calculations;
- Ability to learn theory and practice of modern wastewater treatment and of the machines, equipment and materials used in such treatment;
- Ability to establish working relationships with city officials, other employees and the general public.
- Must have an excellent attendance and work record.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED required, preferably supplemented by courses in chemistry and wastewater treatment operations;
- 2+ years of verifiable and satisfactory work performance as Maintenance Worker or equivalent required.

WASTEWATER TREATMENT PLANT OPERATOR II (TRAINEE)
JOB DESCRIPTION CITY OF PORTLAND

Position Title:	WWTP Operator II (Trainee)	Reports To:	WWTP Chief Operator
FLSA Status	Non-Exempt	Department:	Wastewater Treatment Plant
Revision Date(s)	01/06/25	EEO Class	11

Sign, Date and Return to HR: *Please sign the Job Description Acknowledgement at the end of the job description & return the signed Job Description to Human Resources with the balance of your new-hire packet sign-off sheets.*

LICENSES & CERTIFICATIONS:

- Valid driver's license

PHYSICAL DEMANDS: *The physical demands described here 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 the essential functions.*

The employee is regularly required to see, hear, talk and walk and perform the physical activities marked below.

Activity		Check 1 column for Frequency of Occurrence		
		Occasionally < 1/3 of the time	Frequently 1/3–2/3 of the time	Regularly >2/3 of the time
Check Applicable Activities				
X	Standing			X
X	Walking			X
X	Climbing: Stairs &/or Ladders	X		
X	Sitting	X		
X	Balancing		X	
X	Bending/Stooping/Kneeling		X	
X	Twisting		X	
X	Squatting		X	
X	Grasping/Squeezing		X	
X	Repetitive movements w/hands		X	
x	Reaching/working overhead	X		X
x	Lift &/or carry up to 50 to 70 lbs.		X	
x	Push &/or pull up to 70 lbs.		X	

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Some work outdoors is required when taking samples and monitoring equipment and water. Inclement weather may be experienced. Balance of work is performed indoors. The employee may be exposed to fumes, chemicals, toxic substances and high places. Will also work with sharp tools and hazardous machinery with moving parts, excessive noise, dirt and dust.

Job Description Acknowledgment: I understand that ***this job description is not a contract of employment*** between the City of Portland and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Portland may assign other duties as needed. I have received a copy of the Wastewater Treatment Plant Operator II job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Wastewater Treatment Plant Operator II job as it is described in the job description above.

Employee Name (Please Print): _____ **Date:** _____

Employee Signature: _____

Date (Employment, Transfer, Revised Job Description): _____

Sign and date job description. Make a copy for your records. Email to hjohnson@cityofportlandtn.gov