JOB DESCRIPTION:

Town of Ashland City
Water/Wastewater Plant Operator I
(No License)

CLASSIFICATION TITLE:	**WTP/WWTP Plant Operator I**
DEPARTMENT:	**Water/Wastewater**
REVISION DATE:	**10-22-2026**
REPORTS TO:	**Chief Operator**
EMPLOYMENT STATUS:	**Full Time**
FLSA STATUS:	**Non-Exempt**
PAY RANGE:	**$38,799.00 - $56,419**

JOB SUMMARY

This is the third of four levels in the Water/Wastewater Treatment Plant Operations series. The WTP/WWTP Operations Technician is a certified position and will be held personally accountable for all duties and actions as per EPA and TDEC water or wastewater treatment regulations/permits, respectively. Access and properly operate all process equipment, above and below ground level. Perform all necessary laboratory, operational and maintenance duties of the water treatment plant or wastewater treatment plant. Operate computer using a windows environment, use spreadsheets and utilize computerized SCADA system. This position will continue with training in preparation for the Grade 4 Water or Wastewater Treatment Plant Operator certification exam, respectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to report on time for work and perform the duties of the position for an entire shift for the entire workweek and to perform overtime. May be required to work evenings, nights, weekends, or On-Call shifts.
- Operates and maintains a wide variety of pumps, motors, chemical feed equipment, disinfection equipment and other related equipment used in water and wastewater treatment and biosolids disposal.
- Assists in training new or less senior personnel.
- Monitors all plant operations regularly for proper operation and treatment. Makes any changes needed as directed by supervisors and/or Standard Operating Procedures.
- In the wastewater treatment plant, properly operates biosolids dewatering equipment and biosolids stabilization equipment as directed by supervisor.
- Operates, troubleshoots and performs corrective actions in plant operations while adhering to Standard Operating Procedures to ensure finished potable water or discharged water quality meets or exceeds the standards of EPA and the Tennessee Department of Environment and Conversation.
- Collects samples at various stages of the treatment process and performs a variety of chemical and biological analyses.
- Performs cleaning/preventative maintenance tasks necessary to keep plant facilities, equipment, vehicles and tools in operable condition; duties may include inspecting and calibrating equipment, performing minor repairs, replacing parts, refueling vehicles, checking/replacing fluids, greasing, washing and cleaning equipment.
- Operates Supervisory Control and Data Acquisition (SCADA) system.
- Monitors plant status and water pump stations/tanks through the SCADA system and make adjustments at the treatment plant as necessary to meet the changing flows/demands from the wastewater collections or water distribution system.
- Determines when to change various chemical dosages based on lab results and alarm systems; calculates appropriate chemical dosages and changes dosages by adjusting the necessary equipment

and making appropriate computer entries to ensure that discharge water quality, biosolids or finished potable water meets all applicable standards.

- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections when appropriate. Prepares or completes various forms including DOR's, reports, correspondence, logs, checklists, charts, maintenance records or other documents, either hand written or computer generated.
- Maintains sanitary cleanliness of work areas, the treatment plant and associated facilities. Focus on areas directed by supervisor.
- Maintains records in compliance to Federal, State and City regulations.
- Follows all OSHA, Federal, State and City safety regulations, utilizes all safety equipment and monitors work environment to ensure safety of employees and other individuals. Report any accidents immediately to supervisor.
- Correctly wear appropriate personal protective equipment when required.
- Promote the teamwork environment. Assist coworkers when necessary.
- Any other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Performs duties as required by the Public Utilities Manager (WTP).
- Required to work shifts (day and/or night).
- Must have an active phone number for 24-hour contact.
- May have to work after hours or an additional shift in some situations.
- Must be able to wear all mandatory safety equipment when required.

QUALIFICATIONS

- High school diploma or GED with a background in algebra supplemented by vocational/technical training in wastewater treatment plant or water treatment plant operations, respectively.
- Must possess a valid Tennessee Grade III Wastewater Treatment Certification or Tennessee Grade III Water Treatment Certification, respectively.
- Must have Minimum of two (2) years as a licensed Grade III operator to obtain Technician Status.
- Must have a valid Tennessee Drivers License.

SKILLS AND ABILITIES

- Must have good verbal and written communication skills.
- Knowledge and experience with Microsoft Word, Excel and Outlook.
- Extensive knowledge of the methods, tools, equipment, chemicals, and material used in water or wastewater treatment, respectively.
- Ability to comprehend all EPA and TN Dept. of Environment and Conservation rules and regulations relative to wastewater treatment or water treatment, respectively.
- Ability to understand maps, drawings, blueprints, manufacturer's data, gauges, computer printouts, and etc.
- Excellent mathematical aptitude.
- Ability to understand the significance of laboratory results.
- Must have knowledge and skills in algebra, geometry, biology, chemistry and hydraulics.
- Ability to perform calculations for chemical feed rates, pump efficiency, volume, concentrations, compute rate, ratio, percent, and detention times.
- Must have excellent organizational skills
- Must be able to perform multiple tasks.
- Excellent inter-personal and customer service skills.
- Ability to work independently and with a group.
- Attention to detail.
- Excellent mechanical aptitude.

- Ability to determine nature and seriousness of system malfunctions and to take remedial action.
- Ability to work alone on an operating shift and to take responsibility for previously outlined procedures.
- Ability to establish and maintain effective working relations with other employees and the general public.

EQUIPMENT OPERATED

- Various laboratory equipment
- Water or wastewater treatment plant equipment including, but not limited to screens, air blowers, pumps, dewatering equipment, etc.
- General hand tools
- Computer, printer, various office machines (phone, calculator, copier, etc.)
- Cell phone
- Radio
- Service truck
- Etc.

WORKING CONDITIONS

- Working conditions are indoors as well as the field environment with exposure to noise, dust, heat, cold, rain and other inclement weather conditions.
- Working environment is indoor and outdoor setting with periods of heavy workloads in which multitasking is required.
- General physical and working conditions are such that minor cuts, abrasions, bruises, or burns may be encountered with various jobs.
- Work environment can be dirty with unpleasant odors.
- Frequently works near moving mechanical parts.
- Frequently exposed to toxic liquids, caustic and acidic chemicals and gases.
- Occasionally exposed to fumes, airborne particles, risk of electrical shock, vibration and loud noise due to pumps, etc.
- Occasionally works in confined spaces.
- Mandatory overtime is sometimes required.
- Must be available to work rotating shifts, including night weekends and holidays.
- Shift schedule is subject to change without notice.

USUAL PHYSICAL DEMANDS

- Must be able to lift and move 50 lbs. Even though greater weights at times may be lifted, carried or placed.
- Must be able to climb heights over 30ft or depths, including confined spaces of 30+- ft.
- Must be able to stand, walk, climb, bend or balance, taste and smell.
- Must be able to sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, stoop, kneel, crouch, crawl, talk and hear.
- Must be able to see close, distance, color, peripheral, depth and focus.
- Will be exposed to standing on concrete and tile floors for long periods of time.
- Dexterity and fitness sufficient to safely operate, utilize and maintain tools and equipment used in work.

EMPLOYEE AWARENESS

- Implement and assure adherence to the Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to federal/state laws and regulations regarding MSDS, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload etc.)

MANAGEMENT APPROVAL

_____ ___/___/___
Director of Public Utilities/Public Works signature Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

_____ ___/___/___
Employee's signature Date