

## **CITY OF WEST LIBERTY**

### **POSITION DESCRIPTION**

**TITLE: Wastewater Plant Lead Operator**

**POSITION: Full Time Non-Exempt**

**DEPARTMENTS: Sewer Wastewater Plant**

**SUPERVISOR: WWTP Superintendent**

**JOB FUNCTIONS: Responsible for the safe, efficient and effective operation and maintenance of the wastewater treatment facility as well as nine lift stations. Day to day activities include quality control testing and maintenance of wastewater treatment plant equipment.**

#### **GENERAL RESPONSIBILITIES:**

- Operates treatment facilities to control flow and processing of water/ wastewater, sludge, and effluent
- Monitors gauges, meters, and control panels
- Observes variations in operating conditions and interprets meter and gauge readings
- Operates valves and gates either manually or by remote control
- Starts and stops pump, engines, and generators to control and adjust flow and treatment processes
- Maintains shift log and records meter and gauge readings
- Collects samples and performs routine laboratory tests and analyses
- Performs routine maintenance functions and custodial duties
- Makes operating decisions in absence of supervisory personnel
- Understands and carries out oral and written directions
- Establishes and maintains cooperative relationships with those contacted during work
- Performs other duties as required

#### **SPECIAL RESPONSIBILITIES:**

- Responsible for the Superintendent administration and technical support of one or more treatment plants and collection system
- Exercise direct authority over all facilities' functions and personnel in accordance with approved policies and procedures
- Inspect facilities, analyze and evaluate O&M functions, review records and data, interview and select new O&M personnel, initiate or recommend new or improved O&M methods or practices
- Assign operators to designate shifts
- Prepare operator's monthly work schedule
- Assign replacement operators during emergency situations
- May be required to fill in for operators and mechanics in their absence
- Conduct weekly safety meetings as directed
- Perform other duties as required

#### **MINIMUM QUALIFICATIONS:**

- Graduation from high school or equivalent and progressively responsible experience in public works with direct experience in sanitary and storm sewer systems, or equivalent combination of education and experience
- Demonstrated knowledge of service principles, laws and regulations affecting department activities, mechanical knowledge, and broad-based general construction knowledge related to municipal facilities and structures
- Knowledge of federal and state laws as they pertain to the wastewater industry
- Certification required at by the State in order to operate job duties with the West Liberty Waste Water Treatment Plant
- One year of experience in operating wastewater treatment plants Knowledge of federal and state laws as they pertain to the wastewater industry

- Ability to communicate effectively verbally and in written form; ability to establish and maintain working relationships with employees, public officials, and the general public; proven analytical skills; proven ability to meet established priorities.
- Knowledge of sound safety principles and practices
- Working knowledge of computers and appropriate software for computer operations. Able to make spreadsheets and word processing documents, and enter information into maintenance management system

**SPECIAL REQUIREMENTS:**

- The position requires a State of Iowa Grade III Wastewater Treatment License, or the ability to acquire within six months of hire. Experience with a Carrousel System Wastewater Treatment Plant is highly desired but not required.
- Must have valid State of Iowa's driver's license (or ability to obtain one prior to employment) with clean driving history
- Knowledge of the current principles and practices of sludge handling and disposal; soil sciences, agronomics, and farming practices
- Experience in the maintenance of treatment plants and related equipment
- Knowledge of methods, materials, equipment, and tools used in both preventive and corrective maintenance
- Strong electrical skills involved in working on pump motors, controls, or other equipment

**WORK ENVIROMENT:**

The work area can involve a working environment indoors as well as outdoors, which could cause exposure to outdoor elements; proper environmental attire will be required. Some areas can have loud noise, active machinery, high pressure fluid systems, electrical equipment, confined spaces, heights and depths, fumes, air borne particles, noxious gases, pathogens and various chemicals. The use of appropriate safety equipment will be mandatory in these areas to prevent hazardous contact. Must be able to sit, stand, stoop, twist and bend at the waist, tum, kneel, squat, raise arms above shoulder height, grasp, reach, perform repetitive hand movements and fine coordination to work on equipment, have vision sufficient to service equipment, have hearing in the normal range with or without correction. In an 8-hour shift must be able to transport self across the facility, ascend and descend stair steps, lift objects up to 100 pounds from floor level to waist height, push a push-type mower; wear and use appropriate safety equipment.

**EQUIPMENT:**

- Operate all City equipment on appropriate applications as needed. Numerous types of large motorized vehicles and equipment, pumps, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, trencher and personal computer
- Perform (or arrange for such) general maintenance and repair work on all City equipment as needed. Maintain accurate equipment records.
- Arrange for the rental of equipment as needed.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

**DISCLAIMER**

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.