

MARSHALL MUNICIPAL UTILITIES

ENVIRONMENTAL SERVICES DEPARTMENT – WASTEWATER TREATMENT PLANT

JOB DESCRIPTION

Revised 03/15

TITLE: Operator I

PAY RANGE: 6

JOB LOCATION: Wastewater Treatment Plant - Watermill Road

NORMAL WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday-Friday. Includes after-hours, holidays, and weekend duty as needed to respond to emergencies, storms, outages or equipment failure, and as necessary to accomplish priority work.

BASIC DESCRIPTION OF WORK: Performs routine duties necessary to operate and maintain the treatment plant, equipment, and tools. Employ basic operating procedures and treatment methods per industry standards.

This job requires the following education and/or experience:

- (1) High school graduate or equivalent

This job requires the following,

- (1) at the time of hire:
 - a. Valid Missouri driver's license; and
 - b. Telephone (landline at residence or cellular)
- (2) obtained on the job:
 - a. Valid Missouri class B commercial driver's license (within 1 year);
 - b. Valid Missouri class D wastewater treatment operator certificate of competency (within 1 year); and
 - c. Completion of a multi-week or correspondence course in wastewater treatment plant operation

PRIMARY DUTIES OF JOB: Under appropriate supervision, operate and maintain various pumps, holding facilities, electrical equipment, and accessory wastewater treatment equipment in a wastewater treatment plant. Make adjustments to chemical feed systems as directed. Handle hazardous chemicals. Enter information into a computer on a limited basis. Initiate emergency solutions without immediate supervision on system maintenance if necessary. Be responsible for plant security.

SECONDARY DUTIES OF JOB: Assist other plant personnel as needed. Conduct land application of biosolids. Perform grounds keeping duties including mowing and weed trimming. Clean and paint facility buildings as needed. May assume other duties as assigned.

To do this job you must be able to:

Wear personal protective equipment including hard hat, eye protection, hearing protection, respirator, and self-contained breathing apparatus;
Apply basic math skills such as averages, greater than, less than;
Communicate effectively, in English, verbally in person, by telephone/radio, and through written material including correspondence, policy statements, and agreements;
Operate equipment effectively such as dump truck, loader, fork lift, hoist truck, backhoe, bucket truck, mower, jack hammer, compressor, water jet, etc.;
Operate various types of power and hand tools such as pipe wrench, hammer, and screwdriver;
Draw one-line drawings showing measurements, repairs, location of materials, etc.;
Work safely alone and with others in a compatible manner;
Open and close large valves;
Push buttons;
Turn switches on and off;
Operate a vehicle with frequent in and out;
Visually and accurately read and transfer data from graphs, maps, meters, counters, instruments, charts, and screens;
Operate computer keyboard and access computer files;
Understand metric conversion; and
Accurately and safely measure and transfer liquids from one container to another.

PHYSICAL DEMANDS:

- 1) Lift moderate to heavy weights (30-100 lbs.);
- 2) Climb in and out of deep ditches, pits, vaults, etc.;
- 3) Walk long distances over uneven ground;
- 4) Walk, climb and descend ladders and stairs;
- 5) Work in confined spaces and heights;
- 6) Squat, kneel, bend, and reach overhead;
- 7) Dig ditches by hand with shovels and spades; and
- 8) Wear respirator or self-contained breathing apparatus.

ENVIRONMENTAL CONDITIONS: Must be able to work in and withstand adverse weather and unfavorable conditions (hot, cold, muddy, wet, dusty and greasy).

SUPERVISION RECEIVED: Works under the direct supervision of the Chief Operator and the general supervision of the Environmental Services Director, or others as assigned.

SUPERVISION GIVEN: None.

MARSHALL MUNICIPAL UTILITIES

ENVIRONMENTAL SERVICES DEPARTMENT – WASTEWATER TREATMENT PLANT

JOB DESCRIPTION

Revised 03/15

TITLE: Operator II

PAY RANGE: 7

JOB LOCATION: Wastewater Treatment Plant - Watermill Road

NORMAL WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday-Friday. Includes after-hours, holidays, and weekend duty as needed to respond to emergencies, storms, outages or equipment failure, and as necessary to accomplish priority work.

BASIC DESCRIPTION OF WORK: Performs routine duties necessary to operate and maintain the treatment plant, equipment, and tools. Employ operating procedures and treatment methods per industry standards.

This job requires the following education and/or experience:

- (1) High school graduate or equivalent; and
- (2) Minimum one year experience as a Wastewater Treatment Plant Operator I (or equivalent work experience)

This job requires the following,

- (1) at the time of hire:
 - a. Valid Missouri class C wastewater treatment operator certificate of competency;
 - b. Valid Missouri class B commercial driver's license; and
 - c. Telephone (landline at residence or cellular)
- (2) obtained on the job:

PRIMARY DUTIES OF JOB: Under minimum supervision, operate and maintain various pumps, holding facilities, electrical equipment, and accessory wastewater treatment equipment in a wastewater treatment plant and pretreatment facilities. Make necessary adjustments to chemical feed systems. Handle hazardous chemicals. Enter information into a computer. Initiate emergency solutions without immediate supervision on system maintenance if necessary. Be responsible for plant security.

SECONDARY DUTIES OF JOB: Assist other plant personnel as needed. Conduct land application of biosolids. Perform grounds keeping duties including mowing and weed trimming. Clean and paint facility buildings as needed. May assume other duties as assigned.

To do this job you must be able to:

- Wear personal protective equipment including hard hat, eye protection, hearing protection, respirator, and self-contained breathing apparatus;
- Apply basic math skills such as averages, greater than, less than;
- Communicate effectively, in English, verbally in person and by telephone/radio, and through written material including correspondence, policy statements, and agreements;
- Operate equipment effectively such as dump truck, loader, fork lift, hoist truck, backhoe, bucket truck, mower, jack hammer, compressor, water jet, etc.;
- Operate various types of power and hand tools such as pipe wrench, hammer, and screwdriver;
- Draw one-line drawings showing measurements, repairs, location of materials, etc.;
- Work safely alone and with others in a compatible manner;
- Open and close large valves;
- Push buttons;
- Turn switches on and off;
- Operate a vehicle with frequent in and out;
- Visually and accurately read and transfer data from graphs, maps, meters, counters, instruments, charts, and screens;
- Operate computer keyboard and access computer files;
- Understand metric conversion; and
- Accurately and safely measure and transfer liquids from one container to another.

PHYSICAL DEMANDS:

- 1) Lift moderate to heavy weights (30-100 lbs.);
- 2) Climb in and out of deep ditches, pits, vaults, etc.;
- 3) Walk long distances over uneven ground;
- 4) Walk, climb and descend ladders and stairs;
- 5) Work in confined spaces and heights;
- 6) Squat, kneel, bend, and reach overhead;
- 7) Dig ditches by hand with shovels and spades; and
- 8) Wear respirator or self-contained breathing apparatus.

ENVIRONMENTAL CONDITIONS: Must be able to work in and withstand adverse weather and unfavorable conditions (hot, cold, muddy, wet, dusty and greasy).

SUPERVISION RECEIVED: Works under the direct supervision of the Chief Operator and the general supervision of the Environmental Services Director, or others as assigned.

SUPERVISION GIVEN: On occasion, supervisor others as assigned. May assist in or be responsible for the training of personnel in Operator I or other apprentice positions as assigned by the Chief Operator.