



Job Title: Plant Operator

Reports To: Plant Superintendent

FLSA Status: Non-Exempt

Supervises:

Updated By: Steve Anderson

Updated: 4/25/2017

Approved: 4/25/2017

SUMMARY: Assist with the management and the operation of the wastewater treatment plant to achieve treatment objectives as efficiently as possible within established guidelines and perform related maintenance, housekeeping, and reporting duties. Assist the Plant Superintendent in operations, maintenance, and upkeep of the Wastewater Treatment Facility.

RESPONSIBILITIES AND DUTIES include the following and other duties may be assigned.

1. Monitor process variables. Take readings, observe control panels and respond to problem indicators, observe process stages and collect samples and run lab tests.
2. Operate plant equipment. Activate pumps, valves, chemical feeds, biosolids thickeners, and other process equipment.
3. Adjust operations as required to maintain optimum process control and results. Determine operating and treatment modifications indicated by readings, tests, and direct observation and implement appropriate changes. Consult with Plant Superintendent regarding operational issues and changes.
4. Maintain required logs and plant records. Record readings in logbooks. Assists with preparation of monthly NPDES permit reports.
5. Perform plant maintenance and repair work as required. Monitor equipment operation and coordinate with the Plant Superintendent regarding maintenance needs and schedules. Perform mechanical repair and parts replacement work on pumps, blowers, compressors, and other process equipment. Perform routine electrical maintenance work on control panels and other electrical equipment.
6. Perform scheduled preventive maintenance work. Check equipment, lubricate, and change parts as prescribed in the established maintenance checklists.
7. Perform general housekeeping duties including sweeping, cleaning, painting, mowing as required to keep all areas and buildings in good repair and appearance.
8. Assist with laboratory operation including collecting samples and running tests.
9. Perform standby duty to handle emergency call outs during off duty hours.
10. Perform periodic operation of portable generator and monitor lift station telemetry panel.
Call CSMT standby person if a lift station operational problem develops during normal off time for CSMT personnel.
11. Perform other duties as assigned.
12. Advise plant superintendent of plant operation and parts and supply order needs.
13. Follow all safety policies and safety training guidelines established by the Sanitary District.

QUALIFICATIONS: 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. Responsible accommodation may be made to enable individuals with disabilities to perform the essential functions.

Preferred Education and/or Experience

Grade 2 Iowa DNR Wastewater license is preferred with the ability to Obtain a Grade 3 Iowa DNR Wastewater license.

Language and Skills

Ability to read, and comprehension simple instruction, short correspondences, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small



group situations to customers, clients, engineers and other employees of the Iowa Great Lakes Sanitary District.

Computer Skills

Ability to operate Microsoft Office products including but not limited to, Word, Excel, Outlook and PowerPoint. A knowledge of SCADA operations for wastewater.

Mathematical Skills

Ability to do wastewater treatment plant calculations as required for operation of the wastewater treatment plant, documenting operations, and filling out required reports.

Reasoning Ability

Ability to define problems, collect data, establish facts and draw a valid conclusion. Ability to interpret an extensive variety of technical instruction and mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills, Abilities or Requirements

- Follow all safety policies and safety training guidelines established by the Sanitary District.
- Knowledge of laboratory analytical procedures as they relate both to process control and NPDES permit requirements and the ability to perform related calculations.
- Knowledge of potential hazards and necessary safety precautions.
- Mechanical ability including skill in working with power and hand tools.
- Ability to legally and safely operate motor vehicles, tractors, mowers, and related equipment and obtain the required CDL license within one hundred and twenty days of employment.
- Mechanical and electrical knowledge concerning pumps, motors, motor controls, compressors, and other equipment.
- Ability to understand and interpret drawings, specifications and O&M manuals.
- Human relation skills with regard to interactions with coworkers and customers.
- A high degree of self-motivation and ability to use common sense.
- Complete reports to include but not limited to daily work reports, over time reports and accident reports as required within the time line established by the District Superintendent.
- To report to work and leave work at the time designated by the District Trustees. Planned time off is to be arranged with the Plant Superintendent in advance in accordance with the current Employee, Benefit and Wage Agreement. Unexpected time off is to be reported promptly to the Plant Superintendent prior to the beginning of your work period.
- You are expected to perform your assigned duties during the entire schedule for which compensation is being received. If you finish with the assigned duties you are to report to the Plant Superintendent for further direction.
- Must live within the Boundaries of the Iowa Great Lakes Sanitary District

CERTIFICATES, LICENSES, REGISTRATION

Must be able to obtain a Iowa DNR Wastewater Treatment license within a designated time line.

PHYSICAL DEMANDS The physical demand described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is required to stand, walk, climb, use ladders or balance, stoop, knee, crouch and crawl. The employee must be able to



lift and move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position may travel a couple of times per year to attend training.