

# DESTIN WATER USERS

## Job Description

**Job Title:** Wastewater Treatment Plant Operator

**Department:** Wastewater Operations

**Reports To:** WWTP Lead Operator

**FLSA Status:** Non-Exempt

**Prepared Date:** 3/4/14

**Approved By:** Monica Autrey

**Approved Date:** 3/4/14

## Summary

The WWTP Operator is responsible for the overall operation and preventative maintenance of the wastewater treatment plant and associated equipment in accordance with federal, state, and Destin Water Users, Inc., operating instructions, and policies and procedures.

## Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Will perform predictive, preventive and corrective maintenance on all mechanical equipment and facilities associated with the wastewater treatment plant and reclaimed process equipment.

Inspects plant for overall process condition.

Recognize process upsets and/or critical conditions in unit processes.

Oversees operation of process equipment. (valves, pumps, and etc.)

Oversees operation of electrical controls. (timers, and etc.)

Monitors computer, meters, gauges and control panels.

Collects water/wastewater samples as required.

Determines treatment process conditions using laboratory data, meter and gauge reading.

Maintains process control records.

Cleans clarifier weirs, bar screens and other items necessary for proper unit process function.

Performs general housekeeping duties.

Participates in the installation and training of new or rebuilt equipment.

Do minor plumbing repairs.

Be accountable for all equipment and tools assigned to you personally, or assigned to others. Perform periodic tool and equipment inventories as directed by the supervisor. Regularly check all tools and equipment for safe operation. Insure all equipment safety features operate properly.

Utilize all safety equipment afforded for your protection, and perform assigned tasks efficiently and safely.

Performs all additional reasonably related duties as assigned by immediate supervisor and other supervisors as required.

Must have regular attendance on the job.

Must have ability to work effectively with company personnel and customers.

Performs shift work and holiday work as assigned by the WWTP Lead Operator.

### **Supervisory Responsibility**

This job has no supervisory responsibilities.

### **Qualifications**

Florida Department of Environmental Protection Class 6C or higher Wastewater Treatment Operators License is mandatory for this position. Must have knowledge of Spreadsheet software and Word Processing software. Knowledge of computer telemetry & SCADA systems required. Must be insurable through the company's insurance carrier. Must possess a valid driver's license. Preference may be made to someone who has an Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **Knowledge, Skills & Abilities**

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, plans and specifications and procedure manuals.

Ability to effectively present information and respond to question from groups of managers, clients, customers and the general public.

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, volume, and other calculations required of this position.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **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.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 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.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and extreme heat. The employee is occasionally exposed to high, precarious places; extreme cold; risk of electrical shock and vibration. The noise level in the work environment is usually loud.