

CITY OF HARTFORD

SEWAGE TREATMENT PLANT OPERATOR

SUMMARY

Plans, Manages, and direct the operation of a highly technical 350,000 gallon per day biological sewage treatment plant.

SUPERVISION RECEIVED

Works under the direct supervision of the City Manager.

SUPERVISION EXERCISED

Directly or indirectly supervises all employees of the Wastewater Treatment Plant.

REPOSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called to do any or all of the following essential duties: (These examples do not include all of the duties, which the employee may be expected to perform.)

1. Oversees and directs all of Wastewater Treatment operations. Has the primary responsibility of record keeping, pump and machinery maintenance, laboratory work, and budgeting and cost control.
2. Oversees the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plant.
3. Plans, schedules and implements maintenance, and operation and construction activities designed to provide quality wastewater collection and treatment service for the City; oversees construction and maintenance work to determine acceptability and conformance to standards.
4. Operates and maintains the wastewater collection system, treatment plant, and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES or other local, state or Federal regulations.
5. Supervises the installation, maintenance and repair of electrical systems for wastewater collection and treatment system.
6. Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of wastewater collection and treatment facilities.
7. Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction, and repair of wastewater collection and treatment systems and other department facilities.
8. Must understand and comply with all Environmental Protection Agency guidelines, requirements and directions.
9. Must understand OHS requirements and maintain complete and accurate records of both.
10. Manages system, maintains budgets, and control costs while meeting EPA guidelines.
11. Administers preventive maintenance on all machinery and keeps accurate records of the machine.
12. Clearly understands the operational dynamics of the plant, and keeps up on new techniques and developments of plant operation.
13. Conducts all of the necessary laboratory tests.
14. Troubleshoots Plant operations and able to maintain plants operation during malfunctions.

15. Provides various reports to the DEQ, EPA and the City Manager and City Council.
16. Assures that safety programs, including all OSHA requirements, are uniformly developed and maintained.
17. Performs other related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA's FOR EMPLOYMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and ability (KSA's) required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Comprehensive knowledge of procedures, practices, principles of Sewage Treatment plant.

Ability to plan, coordinate, assign, train and supervise the work of subordinates engaged in a variety of activities.

Skills in establishing and maintaining effective working relationships with public officials, fellow employees and the public.

Operator must have class C operator's license. A minimum of High School Education from an accredited institution. An Associate Degree in related field and at least six years of experience in a management capacity or any combination of training and experience, which provides the essential knowledge and skills.

A valid Michigan driver's license is required.

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 regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee occasionally must lift and or move up to 50pounds. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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 moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually quiet in the office and moderate in the field.