

Position Description
City of Brewer

Class Title: Operator II
Department: Environmental Services
Location: Water Pollution Control Facility
Date: July 3, 2023

GENERAL PURPOSE:

Skilled in the operation and maintenance of all treatment plant and pump stations equipment and controls. Establish maintenance priorities and report them to the Chief Operator or Director. Responsible for periodic process control and laboratory analysis.

SUPERVISION RECEIVED:

Works under the direct supervision of the Director of Environmental Services and the WPCF Chief Operator.

SUPERVISION EXERCISED:

Exercises direct supervision over Operator Mechanics and Operator Laborers. Oversee maintenance work being performed by outside contractors and other City departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicate daily with the Director and Chief Operator about staffing and project priorities
- Coordinate daily with other Operator II, Operator Mechanics, and Operator Laborers
- Maintain a daily operations log
- Maintain and operate the belt presses, notify the Chief Operator and Director of any issues, and coordinate pick-up and delivery of pressed sludge containers
- General Housekeeping and cleaning of facility equipment, processes, and tanks
- Perform as a supervisor and instructor for entry-level personnel
- Activate, adjust, and monitor stormwater bypass and related equipment when flows require the protection of the plant
- Perform daily inspections, perform adjustments, and recommend corrective actions of facility equipment
- Collect all daily readings and data, and record results
- Monitor facility nutrient and chemical addition program, report usage, and maintain equipment
- Maintain a system of preventive maintenance, painting and record keeping for the City's pump stations, including structures, motors, plumbing, and control systems

- Responsible for the inspection, maintenance, and cleaning of the pump station wet wells
- Maintain all logs for pump stations

PERIPHERAL DUTIES:

- Performs general housekeeping in DAF area
- Work requiring outside contractors will be coordinated through the Operator II with the WPCF Chief Operator and/or Director
- Exercise the Whitewater Wet Well valve daily
- Drain and clean the contact chamber, as needed
- Responsible for obtaining quotes and pricing from vendors and contractors on parts, equipment, and outside projects.
- Responsible for the general housekeeping of pump stations, and the outside grounds to include mowing and snow removal
- Responsible the general upkeep, cleaning, and maintenance of the WPCF Pump Station vehicle
- Responsible for the general grounds keeping and snow removal at the WPCF
- Attend all Mandatory Training
- Assist in winterization of the WPCF and pump stations
- May participate in departmental outreach at City events, schools, and for Stormwater programs
- Perform other work as directed by the WPCF and/or the Director

DESIRED MINIMUM QUALIFICATIONS:

- High School Diploma
- Five years experience working in a wastewater treatment plant
 - Three years maintenance experience
 - Two years experience with pump stations

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- High level of mechanical aptitude
- Competent in the use of hand and power tools
- Basic knowledge of electricity, controls, controllers, and safety practices
- Ability to communicate in writing and orally
- Thorough knowledge of safety procedures related to the wastewater field
- Ability to work with little or no supervision
- Ability to carry out written and verbal instructions
- Ability to maintain effective working relations with department staff, City staff, other departments, and the general public

SPECIAL REQUIREMENTS:

- Class B drivers license preferred
- Wastewater license, or the ability to get one, preferred

TOOLS AND EQUIPMENT USED:

- Motor vehicles, generators, pumps, gauges, common hand tools, common power tools, shovels, detection devices, radios, cell phones, computers, lab equipment, safety equipment, PPE, etc.

PHYSICAL DEMANDS:

The physical demands of the position described herein are representative of those 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.

The employee performing the duties of this job will be routinely expected to use their hands and arms to handle and manipulate tools and controls. The employee is required to stand frequently. The employee will be occasionally asked to walk, talk, sit, listen, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift or move 10 pounds and occasionally lift or move up to 50 pounds. Specific vision required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environments described herein are representative of those met by an employee to successfully perform the essential functions of the 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet/humid conditions.

The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electric shock, and vibrations. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES:

Resume screening, interviews, background checks, reference checks, and a pre-employment drug screening may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.

Acceptance: _____
(Employee Signature)

Approval: _____
(Director Signature)

Effective Date: July, 3, 2023

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of this job change