

City of Lake City, FL

Classification Description

Classification Title: WASTEWATER TREATMENT PLANT OPERATOR "C"

Department: WWTP

Pay Grade: 3

FLSA Status: Non-Exempt

General Description

This position requires technical work in the operation and maintenance of the Wastewater Treatment Plant. Work is performed under the general direction of the Operations Supervisor.

Nature of Work

Essential Functions:

- Assists in the operation of wastewater treatment or water pollution control facilities and maintenance thereof including taking samples, testing and supervising the running of tests.
- Collects and runs tests on samples.
- Ensures equipment is cleaned routinely, including: strainer, clarifiers, cleaning belt press, globe, drain compressor, and bar-screen.
- Performs preventive and routine maintenance and repair of equipment, gauges, building, pumps, etc.
- Monitors charts, gauges, meters, and equipment continuously throughout shift.
- Assists in correcting malfunctions.
- Supervises subordinate trainees and other personnel.
- Assists in the training of personnel.
- Maintains legally accurate records of water quality and other data.
- Drives a vehicle.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for data entry. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious,

WASTEWATER PLANT OPERATOR "C"

and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of the treatment plant operations, policies, procedures and methods;
- Ability to make and maintain records and reports. Ability to organize, establish priorities, supervises technical employees and to assure high quality operations at all times;
- Ability to work rotating shifts;
- Ability to supervise the work of subordinates; and
- Good mechanical skills.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma (GED) and minimum of one (1) year actual experience in a wastewater treatment plant. Must possess a Class "C" Waste Water Operators Certificate as issued by the State of Florida. Must have a valid Florida Driver's License with an acceptable driving record.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Heavy (45 pounds and over) lifting and carrying
- Depth Perception
- Distinguish colors
- Walking
- Climbing
- Smelling
- Driving

Environmental Conditions:

- Works inside
- Works out-of-doors in various weather conditions with: noise, chemicals, electrical energy or radiant energy, slippery surfaces, uneven surfaces, and odors
- Works at heights (up to 60 feet)
- Works with vibrations

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature

This job description was approved by Council on 12/18/2023 (2 pages)