

# JOB DESCRIPTION

**JOB TITLE:** WASTEWATER PLANT OPERATOR

**DEPARTMENT:** PUBLIC WORKS

**FLSA STATUS:** NON-EXEMPT

**FULL TIME:** YES

**ON CALL:** YES

**JOB SUMMARY:** Under the direction of the Public Works Director, the incumbent is to perform a variety of skilled and semi-skilled technical and labor duties in the operation and maintenance of the County's wastewater treatment plant.

**ESSENTIAL FUNCTIONS:** (This list is not exhaustive and may be supplemented as necessary).

- Perform assigned treatment plant rounds inspecting, monitoring and documenting plant operations by reading plant equipment gauges, dials, graphs, and other instrumentation.
- Operate and adjust treatment plant pumps, motors, valves, and other equipment to maintain appropriate plant operations; back wash filters.
- Maintain appropriate flow of wastewater through the control of gates and valves.
- Maintain, compile and update plant operations logs and reports.
- Perform and record mathematical calculations related to operational activities.
- Mix and add treatment chemicals; ensure adequate chemical application according to regulations and guidelines.
- Maintain, repair and service plant operations machinery and equipment including pumps, valves, motors, meters, tanks, and reservoirs; change lubrications.
- Collect liquid samples; perform a variety of routine water quality laboratory tests; work closely with laboratory on testing processes.
- Perform general plant facility maintenance such as cleaning, painting and repair plant facilities; perform a variety of grounds maintenance duties including mowing and trimming.
- Responsible for the efficient and safe operations, care and appearance of assigned equipment.
- Follows written and oral job instructions.
- Uses good judgment to work safely and use equipment properly.
- Hears clearly and interprets hand signals when working around equipment and in street and alley traffic, using proper safety precautions.
- Maintain appropriate uniform appearance and personal hygiene.
- Perform preventive maintenance on vehicles and equipment.
- Work outdoors in temperatures of heat (100 degrees plus) and cold, freezing and inclement weather.
- Stand, walk, bend, stoop, kneel and crouch for prolonged periods of time.

- Exposure to noise, dust, grease, smoke, fumes, gases, and infectious materials.
- Carry, hold, and lift 100 pounds. Pull, push and drag 150 pounds.
- Work overtime, holidays and weekends as required.
- Applicant shall be subject to a criminal background check.

**OTHER JOB FUNCTIONS:**

- Perform chemical storage duties.
- Ensure proper storage of hazardous chemicals.
- Maintain adequate supply of chemicals and supplies.
- Perform related duties and responsibilities as required.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSE:**

High School Diploma or equivalent (GED).

Possession of a “C” level Wastewater Treatment Plant Operator license issued by the Texas Commission on Environmental Quality (TCEQ).

Possession of an appropriate valid Texas Driver’s License and a good driving record.

**EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:**

Two years’ experience performing water treatment plant operation duties preferred.

Knowledge and practices of wastewater plant operations; operating principles of plant equipment such as valves, pumps and motors; principles of natural sciences including chemistry and biology; laboratory analysis techniques and standards for water operational and safety regulations pertaining to water treatment plant operations and vehicle and equipment usage; sampling methods and technique and safe work practices.