JOB DESCRIPTION

WASTEWATER TREATMENT PLANT OPERATOR II

Department:	Public Works	**Classification/Grade:**	22
Division:	Sanitation	**FLSA Status:**	Non-Exempt
Reports to:	WWTP Supervisor	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Maintain records, prepares reports and other functions concerning the operation of the Wastewater Treatment Plant as directed by the Wastewater treatment plant superintendent

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Maintain records and prepare reports regarding the operation of the plant; operate computer programs; develop and analyze spreadsheets for reports.
3. Inspect plant facilities and equipment for needed maintenance and repairs; review sampling,
4. Testing and record keeping in the laboratory.
5. Inspect the work of staff while in progress.
6. Provide advice and assistance to subordinate employees.
7. Operate, repair and maintain wastewater plant equipment such as pumps, motors, meters, valves, electrical control systems and mechanical equipment
8. Requisition supplies, materials, equipment and chemicals; maintain inventory.
9. Perform off-site inspections and sampling.
10. Maintains the waste water operations, including the, aerated lagoons, wetlands treatment, overland flow treatment, and Solid disposal.
11. Inspect and oversees the operation of the solids dewatering system
12. Inspect and resolves problems with process control of the wastewater treatment plant.
13. Be dependable and meet acceptable attendance requirements at all times.
14. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

A. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
B. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- The operations of Water Treatment Plan.
- Pump and motor maintenance abilities.

- Materials, methods, practices and equipment used in wastewater treatment plant activities.
- Types and level of maintenance and repair activities generally performed in a wastewater reclamation operation.

Ability to:

- Keep records and prepare clear and concise reports.
- Train and evaluate staff.
- Plan, forecast and justify operations, laboratory and maintenance needs.
- Work irregular hours when emergencies occur.
- Ability to operate equipment (loader, backhoe, blade)
- Ability to look ahead and foresee problems.
- Maintain safe work practices.

Special Requirements

Residency Requirement: Must be able to respond within 20 minutes from residence.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D.
Experience: One year wastewater treatment operations or similar experience.
Training: Classes as required to perform job.
License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "B" driver's license, with N endorsement. Possession of, or ability to obtain an appropriate valid Grade II WWTP Nevada operators license. (Employee will be subject to random and other alcohol and drug testing.)

WORKING CONDITIONS:

Work is performed under the following conditions:

Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessive loud noise, vibration, dust and traffic.

Physical Requirements:

Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions; constant walking, kneeling, stooping, walking, bending, twisting, reaching, and standing for long periods of time. Moderate amount of mental effort required. Regular lifting/carrying/pushing or pulling of objects and equipment ranging in weight from 25 to 100 lbs is required. Subject to 24 hour call back for emergency conditions and must be able to work weekends, holidays and evenings.

Job Hazard/Risk Factors:

Employees risk physical hazard from mechanical and electrical equipment, exposure to live sewer systems, storm drain systems, sewer lift stations, human debris, drug paraphernalia, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
June 2013 (Safety Sensitive)