

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	Public Works	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Water Pollution Control Facility	DEPARTMENT NUMBER	815
REPORTS TO (TITLE)	Operations Supervisor	JOB FAMILY	Public Works
PAY GRADE	5 / WPCF Plant Operator	DATE OF LAST REVIEW	September 2024

NATURE OF WORK
<p>The first level of the Wastewater series is responsible for operating, and maintaining, and of a Grade IV Activated Sludge wastewater treatment plant and all associated satellite pump stations, gates, and peripherals and compliance with the NPDES permit and regulations set by the state DNR. The role plays a critical part in flood mitigation within the city from elevated river levels or significant rainfall events, ensuring all city flow is managed to maximize effectiveness. The operator must be adept at troubleshooting issues within the wastewater system, collecting samples during regular operations and during storm events, and recording essential data to maintain plant processes. Continuous training throughout employment is a requisite, as this position holds joint responsibility for the routine operation, and care of diverse plant equipment.</p> <p>The Plant Operator will work varying shifts including nights, overnights, weekends and holidays.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Inspects the wastewater plant to ensure proper functioning, and identifies deficiencies and necessities. Includes reading gauges and flowmeter charts, logs readings; adjusts chemical feeds, operates wastewater and sludge pumps, skims primary tanks, monitor and cleans ultra-violet disinfection systems;
2.	Checks pump stations to ensure proper functioning, logging, mitigating and reporting any deficiencies found;
3.	Performs janitorial, general housekeeping and grounds maintenance duties around plant grounds, levees and pump stations; includes snow removal;
4.	Maintains proper functioning and homeostasis of the biology of the plant; includes operation of a sludge belt press
5.	Washes tanks and draws sludge; takes samples; performs limited laboratory tests as directed; maintains shift operation reports
6.	Operates skid loader, slope mower, tractor, and zero turn radius mower, sewer jet, and bucket truck.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
May assign work and provide work direction as a "lead worker" for regular, part-time and/or contracted employees;

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent (G.E.D.);
AND
Experience in the operation and minor maintenance of mechanical and electrical equipment

LICENSING / SPECIAL REQUIREMENTS

Grade 1 Waste Water Operator Certification;

- Required within 2 years of appointment

Grade 2 Waste Water Operator Certification;

- Required within 4 years of appointment

A Valid Driver’s license

- Possess and maintain valid Commercial Driver’s license “Class B” along with Air Brake Restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

SKILL / ABILITIES REQUIREMENTS

- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions
- Working knowledge of hazards related to collection systems and wastewater treatment plant operations
- Knowledge of safe working practices, safety data sheets, air-monitoring equipment, and the ability to detect and report potential hazards
- Knowledge of the functions and servicing requirements of wastewater treatment plant machinery
- Knowledge of the processes involved in the treatment and disposal of wastewater, and requirements of regulatory agencies (EPA and IDNR)
- Knowledge of the standard practices, tools and materials used in the maintenance of pumping equipment
- Ability to inspect operating mechanical and electrical equipment and to detect flaws and defects in its operation
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance;
- Ability to use computers and relevant software (ex.: Microsoft Office).

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, grasping, feeling, talking, hearing, and seeing.

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats.

WORKING ENVIRONMENT / CONDITIONS

- The working environment / conditions for this position may include:
- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
 - Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
 - Hazardous Materials (chemicals, blood, other body fluids, etc.)

- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

POSITION ASSESSMENTS

Cognitive

- Criteria Cognitive Aptitude Test
- Criteria Mechanical Reasoning Assessment

Personality

- Employee Personality Profile
- Workplace Safety Profile

Interview

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by AS
November 2023	Updated per PDQ by BC
May 2024	Updated per department feedback by BC
September 2024	Added position assessments by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.