

CABOT WATERWORKS

Job Description

JOB TITLE: Wastewater Treatment Plant Operator

REPORTS TO: General Manager

SUMMARY: Responsible for the operation and maintenance of the treatment facility. Assist in the general maintenance of the wastewater collection systems, also to include pump replacement and repairs. The wastewater treatment plant services approximately 10,000 customers in Cabot, AR.

QUALIFICATIONS:

- Valid Arkansas drivers license.
- High School diploma or equivalent.
- Must possess a currently active Class IV wastewater license or obtain in one year (must have an active Class III license to acquire Class IV in one year)
- Basic knowledge of electric circuits and wiring diagrams.
- Ability to operate tractors w/loader and mower
- Ability to perform physical demands of operating the plant

ESSENTIAL JOB FUNCTIONS:

- Maintain treatment facilities; to include the use of all hand tools such as drills, generators, portable pumps and perform lubrication of mechanical equipment.
- Maintain grounds; mowing, weed eating, pick-up trash and debris.
- Perform lab analysis required for NPDES and DMR's.
- Prepare DMR reports.
- Monitor SCADA controls and process control equipment
- Diagnose process control equipment issues.
- Maintain automatic bar screens, oxidation ditch, clarifiers and UV systems.
- Perform daily plant rounds, make adjustments to equipment as flow and temperatures change.
- Maintain sludge lagoons.
- Will clean, repair, inspect and maintain lift stations and document on report as needed.
- Must Accept "On-Call" duties during nights, weekends and/or holidays.
- Ensure all utility equipment is in good operating condition and appearance.
- Communicate to supervisor or manager areas in the treatment facility and collection system in need of attention.
- Assist with any emergency, which may occur on or off duty pertaining to equipment or personnel.
- Follow safety procedures and guidelines.
- Ability to perform work from verbal and written instructions.
- Ability to drive a vehicle safely and with good judgment.
- Knowledge of EPA guidelines and enforcement.
- Knowledge of process equipment pertaining to wastewater treatment.
- Ability to interpret laboratory results and procedures.
- All other duties as assigned.

COMPETENCIES:

1. Leadership – Use interpersonal styles to inspire and guide employees toward achieving their goals. Recognize a job well done to encourage employee empowerment. Exhibit a winning attitude and accept constructive criticism. Walk the talk.
2. Initiative – Self-starter rather than accepting passively. Set goals and take action to achieve them beyond what is required. Be proactive.
3. Problem Solving – Identify problems and develop an effective means to resolve them. Help settle issues.
4. Professional knowledge – Achieve a satisfactory level of professional skills/knowledge in job-related area. Stay on top of current processes to improve. Value others and their willingness to gain additional knowledge.

5. Accountability – Holds self and other accountable for delivering quality results. Convey a sense of urgency about addressing problems and getting corrected in a timely manner. Makes timely decisions and accepts responsibility.
6. Ethics and Integrity – Consistently follow policies and procedures. Build trust and treat everyone consistently and fairly. Encourage open communication. Take action based on the best interest of the company.
7. Teamwork – Cooperate with others and set aside personal interests to focus on team goals. Listen to employees on their point of view. Willing to work with employees to achieve goals.
8. Vision and Strategy – Create and deliver a vision of the future to improve the company's performance. Communicate the vision and strategy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be 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.

While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Frequently bend, stoop and reach daily.

The employee must occasionally lift and/or move up to 100 pounds. Frequently lift 25-30 pounds daily. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Must be able to perform physical requirements of climbing ladders, operating manual valves, etc.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 is occasionally exposed to outside weather conditions (rain, sleet, snow, extreme heat and cold) working in and around raw sewage. The employee will be required to receive appropriate vaccinations (Hep A and B). The noise level in the work environment is moderate.

Employee Name (Print)

Employee Name (Signature)

Date