

## **WASTEWATER PLANT OPERATOR**

### **DEFINITION:**

Under direction of the City Administrator to direct the day-to-day operation and administration of the City's wastewater treatment plants. To plan, organize and direct the work of subordinate technical and clerical staff; and to perform other duties as assigned.

### **CLASS CHARACTERISTICS:**

This is a single position class reporting to the City Administrator and responsible for operation and administration of the wastewater treatment plant.

### **EXAMPLES OF DUTIES:**

- Plans, organizes and directs the day-to-day operations and administration of the wastewater treatment plant;
- Provides overall supervision of technical, and clerical personnel;
- Reviews the training, discipline and performance evaluations of subordinate staff;
- Conducts interviews and recommends hiring;
- Provides technical expertise to staff, other department personnel including department heads, the City Administrator, Water Committee, and members of the public concerning department needs and services;
- Analyzes, revises, drafts and implements improved policies and procedures for department;
- Negotiates contracts with outside vendors for all services and commodities required for department operation;
- Prepares department goals and objectives to be reviewed and approved by the City Council;
- Provides oversight of safety and training for the department;
- Works with crews as needed to insure effective delivery of services and efficiency of department;
- Prepares Department budget including revenue, rate and expenditure calculations to enhance revenue for the department.
- Administers and monitors the Pretreatment Program for the City.
- Oversees lab testing in the plant to ensure compliance with NPDES permit requirements.
- Thoroughly inspect the property daily and document any deficiencies found. Write Work requests promptly to have any identified deficiencies corrected.
- Assist in the recruitment of any other personnel needed to operate the WWTP on 24 hour a day basis.

## **QUALIFICATIONS:**

### Knowledge of:

Wastewater treatment plant operations, pertinent federal, and state and laws, rules, and regulations pertaining to wastewater treatment and discharge.

Lab procedures for wastewater samples testing.

Principles of supervision and training.

Procurement of goods and services.

### Skill in:

Mathematical calculations to compete lab work and required functions.

Written and verbal communication.

Applying rules and regulations to specific cases.

Dealing with the public.

Establishing, revising and maintaining policies and procedures.

Training and supervising others.

### Minimum Requirements

High School Diploma or equivalent

Good Driving Record

Valid Idaho Drivers license or the ability to obtain license

Must be drug free and pas pre-employment physical and drug test.

### Education:

College training in wastewater management or three years of experience in operations at an equivalent wastewater treatment plant.

### **Special Certification:**

Class 4 Wastewater treatment operator certification.

Pay Range:\$23.08 to \$25.24