CITY OF MARSHFIELD
JOB DESCRIPTION

Job Title: Wastewater Treatment Plant Operator

Department: Public Works, Wastewater Utility Division

Position Control Number: 12-05-05

Title of Immediate Supervisor: Assistant Wastewater Utility Superintendent

JOB SUMMARY:

The Wastewater Treatment Plant Operator processes wastewater and biosolids; records meter and gauge readings; maintains plant logs; performs general maintenance duties for equipment, buildings and vehicles; performs grounds maintenance; collects and analyzes lab samples; operates a gravity belt thickener; enters and maintains computer data; inspects and maintains sanitary sewer lines and manholes; operates and maintains sewer cleaning equipment; operates and maintains sanitary sewer televising and inspection equipment and records; performs confined space entry work.

ESSENTIAL FUNCTIONS:

Task No.	Description	Frequency
1.	Performs preventive and corrective maintenance at treatment plant and lift stations on equipment, buildings, vehicles and grounds.	28%
2.	Inspects, monitors and adjusts plant and lift station processes, equipment, flows and alarms.	20%
3.	Operates and maintains sewer cleaning equipment.	15%
4.	Operates and maintains sewer inspection and televising equipment.	13%
5.	Performs manhole inspections and repairs, collection system flow monitoring, and confined space entry work when required.	7%

ESSENTIAL FUNCTIONS:

Task No.	Description	Frequency
6.	Collects samples and conducts laboratory tests.	5%
7.	Operates Gravity Belt Thickener equipment.	5%
8.	Weekend On-Call and after-hours emergency response.	5%
9.	Participates in training sessions for plant operations and maintenance, safety, CPR and First Aid, and confined area entry	2%
10.	Performs related work as required.	

QUALIFICATIONS:

High school diploma or equivalent. Wastewater Operator Certification preferred. Knowledge of modern wastewater treatment facility operation and maintenance preferred. Possession of a valid Wisconsin drivers license. Required to have, or obtain within 6 months of employment, a Commercial Drivers License, Class A with Tanker Endorsement. Knowledge of modern wastewater treatment facility operation and maintenance; functions and mechanics of pumps, electrical equipment, and machinery necessary. Ability to record required treatment data and enter into computer; to learn the treatment process and methods within a reasonable time frame; to follow oral and written instructions; to perform and learn the basic techniques of equipment maintenance and repair within a short time necessary. Some equipment operation and maintenance experience necessary. Ability to respond to after-hours emergencies.

2012

F:\Home\WW\Ron\EDrive\Ron Word\Personnel\WWT Plant Operator - Job Description 05-07.doc