

Middletown, CT Job Description

Classification Title	Wastewater Treatment Plant Operator
Job Code	
Department	Water & Sewer
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to assist in overseeing daily operations of the Plant. ~~Mmaintains~~ and operate wastewater the treatment plant in accordance with regulations. ~~The work is performed under the direction of the Superintendent Pollution Control.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Operates pumps and equipment to move wastewater through the treatment process.~~ Oversees laboratory operations. Takes and sends samples to other facilities for assessment.
- ~~Oversees the work of lower level operators; ensures compliance with all regulatory and safety requirements. Leads work in the removal, placement and overhaul of major pieces of equipment.~~ Records data from the flow meter stations. Changes flow charts. Calculates flow volumes. Repairs mechanical problems with flow meter or flow measuring device.
- Inspects and maintains wastewater treatment plant equipment and systems; ~~troubleshoots~~ troubleshoots malfunctions and makes plumbing, minor electrical and mechanical repairs as needed. ; ~~+~~ Reports malfunction or breakdown of equipment.
- ~~Replaces chlorine cylinders and maintains chemical feed equipment.~~ Provides guidance to the Utility II workers. Assists the Superintendent in correcting major problems. Fills out timecards and overtime sheets in the absence of the Superintendent.
- ~~Takes water samples for laboratory analysis and assists Laboratory Technician when needed.~~
- Measures tanks daily to determine if any plant operation changes need to be made. Records and tracks readings.

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- Logs and reports daily activities.
- Pumps sludge into railroad tankers. Cleans the bar screen to remove solids.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent and at least two years with vocational/technical training in Treatment Plant Operation and three years of related work experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

Position requires a Class II Operator License and HazMat License.

- the ability to obtain a valid Connecticut Commercial Driver's License (CDL-B), with tank endorsement within 6 months

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- Requires the aAbility to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the aAbility to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the aAbility to act as a lead person.
- Requires the aAbility to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as flow charts, daily logs and ledgers, maintenance manuals, chemical level reports, procedures and non-routine correspondence.

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- ~~Requires the ability to communicate orally and in writing with the Superintendent, all department personnel and other City departments.~~ Ability to calibrate lab equipment
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division,; calculate percentages and decimals. ~~;~~ may require the aAbility to perform mathematical operations with fractions, algebra and geometry.
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities

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- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer, various pumps, generators, mechanical tools, laboratory instruments, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as repairing equipment.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing 25-40 pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

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

WORKING CONDITIONS

The working conditions 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.

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- ~~• Ability to work under conditions that require exposure to environmental factors. This exposure may cause some discomfort and presents a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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