

**City of Big Spring**  
**POSITION DESCRIPTION**

**Job Title:** Plant Operator  
**Department:** Wastewater Treatment Plant  
Operator

**Grade/Step:** 12-1  
**Salary:** \$12.606/hour

**JOB SUMMARY**

This position is responsible for operating, maintaining and repairing of the city's wastewater treatment plant and lift stations.

**MINIMUM QUALIFICATIONS**

- High School diploma or GED
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.
- Possession of or ability to readily obtain a Commercial Driver's License (CDL) Class B issued by the State of Texas for the type of vehicle or equipment operated. If applicant does not currently have a CDL, he/she must be able to pass all five sections of the written test and have the temporary licenses in their possession in the first ninety (90) days of employment. The cost of CDL testing and fees is at the employee's expense. The driving test will be scheduled as equipment is available.
- Must live within a thirty (30) minute travel time from workstation or be able to meet this requirement within six (6) months of employment.

**MAJOR DUTIES, FUNCTIONS, AND RESPONSIBILITIES**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Monitors treatment process and makes necessary adjustments as indicated by current conditions.
- Monitors performance of machinery and equipment used to control the treatment process; makes process control decisions.
- Inspects valves, pumps, gauges and other plant or lift station equipment on a regular basis.
- Prepares inspection sheets, logs, and flow charts; prepares daily reports of analysis and test results for laboratory and regulatory agencies; maintains records; enters data to computer.
- Tends influent pumps, blowers, feed pumps, centrifuges, dry and wet chemical feeders, aerators, telescopic settings, wet well, and other equipment used to decontaminate wastewater; reads and records effluent flow meter.
- Inspects and cleans filters, tanks, floating aerators, clarifier weirs, scum pit, and bar screens.

- Changes out chlorine and sulfur dioxide cylinders for chlorinating/dechlorinating units.
- Collects wastewater samples for standard tests such as biochemical oxygen demand, dissolved oxygen, suspended solids, biomonitoring, and pH; adds chemicals to maintain proper pH in aeration basin.
- Determines and performs sludge wasting from aeration basin and aerobic digester.
- Operates belt press as directed.
- Performs preventive and corrective maintenance on equipment; assists in repair of equipment, including lift stations.
- Maintains sludge drying beds.
- Performs routine cleaning of equipment, grounds, and work areas.
- Performs housekeeping and grounds maintenance duties; maintains the sprinkler system.
- Performs routine electrical work.
- Performs routine and preventative maintenance and repairs on all wastewater treatment equipment and lift stations
- Performs routine welding, cutting and fabrication as needed.
- Ensures proper operation and routine maintenance of sewage pumping stations.
- Operates backhoe to load trucks with solid waste; operates dump truck to haul sludge to disposal areas.
- May be on call after hours to respond to emergencies.
- Performs other duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of wastewater treatment processes.
- Knowledge of mathematics, biology, and basic chemistry.
- Knowledge of federal, state and local wastewater treatment guidelines and procedures.
- Knowledge of city, department and safety policies and procedures.
- Knowledge of plant operations.
- Knowledge of lift station operations.
- Knowledge of the handling and application of the chemicals necessary to maintain a safe work environment and personal safety.
- Knowledge of standard laboratory principles, techniques, equipment, and materials
- Skill in operating laboratory equipment
- Skill in reading various meters, including D.O. and pH.
- Skill in operating water pollution control equipment such as a centrifuge, chlorinator, samplers, and blowers.
- Skill in the use of basic tools such as packing tools, socket wrenches, power tools, and screwdrivers.
- Skill in operating light and heavy equipment such as a front end loader and dump truck.
- Skill in the use of grounds maintenance equipment.
- Skill in basic computer use.
- Skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The Wastewater Treatment Plant Superintendent assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include plant regulations, city, department and safety policies and procedures, relevant federal and state laws and regulations, and established procedures for wastewater treatment. These guidelines are generally clear and specific, but require some interpretation in application.

## **COMPLEXITY**

The work consists of related wastewater treatment duties. Mechanical failures and inclement weather contribute to the complexity of the work.

## **SCOPE AND EFFECT**

The purpose of this position is to help ensure the proper operation of the wastewater treatment facility. Successful performance in the job contributes to the safe handling and effective treatment of wastewater.

## **PERSONAL CONTACTS**

Contacts are typically with co-workers, city employees, vendors, engineers, contractors, state agency representatives, and the general public.

## **PURPOSE OF CONTACTS**

Contacts are typically to give or exchange information, resolve problems and provide services.

## **PHYSICAL DEMANDS**

The work is performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

## **WORK ENVIRONMENT**

The work is performed both indoors and outdoors. The employee is exposed to noise, dust, dust, grease, machinery with moving parts, contagious or infectious diseases, raw sewage, hazardous and irritating chemicals and occasional inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

These job descriptions are intended to indicate the kinds of tasks and levels of work difficulty required of the positions listed and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.