

JOB DESCRIPTION AND SPECIFICATIONS
CITY OF HARLAN

Job Title:	Wastewater Treatment Plant Operator/Sludge Handling	Incumbent:	
Department:	Wastewater	Reports to:	WWTP Superintendent
Date:		FLSA Status:	Non-Exempt

JOB SUMMARY

Under supervision to perform skilled and semi-skilled work in the operation and maintenance of sewage treatment plant equipment, pumps, digesters and related equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Operate, maintain and service digester and related plant equipment
- Read meters and gauges and record results at scheduled intervals and make appropriate adjustments to maintain effective operation
- Clean bar screens and other devices; repair and overhaul machinery and equipment
- Wash down tanks and dispose of sludge
- Prepare and maintain routine records of work completed
- Perform general maintenance and custodial work including painting, cleaning, and snow removal
- Raise manhole covers and perform jetting sewer duties.
- May serve weekend duty as required
- Maintain regular and punctual attendance at work
- Establish and maintain effective working relationships with fellow employees, City officials and the public
- Perform detailed television inspections of new and existing sewage lines to assess their condition, identify potential issues, and ensure compliance with regulatory standards
- Capable of fulfilling weekend duties as needed, ensuring seamless operations and reliable support during critical times

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from standard high school or GED supplemented by some work experience in the repair and maintenance of mechanical devices or equipment or any combination of experience and training which provides the required knowledge, skills and abilities.

JOB DESCRIPTION AND SPECIFICATIONS

Special Requirements

Must obtain a valid Iowa CDL Class B License: General Tank air brakes with tanker endorsement within 6 months of hire; Certificate with State of Iowa as a Grade I Waste Water Treatment Plant Operator; preferred or within 2 years of hire, obtain a Grade I certification.

Continuing Education

The Wastewater Treatment Plant Operator/Sludge Handling is expected to participate in relevant training programs, certifications, and professional development opportunities to meet the demands of this role effectively.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear; and taste or smell. The employee frequently is required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Cognitive Demands

Requires a thorough knowledge of the maintenance and repair of machinery and related mechanical equipment, and general knowledge of the overall pumping and water treatment/purification process and system. Ability to read meters, gauges and charts and maintain routine records; operate, adjust and repair machinery, pumps, hand tools, mowers, snow removal equipment and small trucks. Ability to work alone and without immediate supervision.

Language Ability and Interpersonal Communication

Requires effective communication skills and the ability to provide assistance and instruction to other employees. Requires the ability to speak clearly, distinctly and effectively with employees and regulatory officials; read in English and compare similarities and differences between words and numbers; apply common sense understandings to the work process and procedures; and to follow verbal and written instructions.

JOB DESCRIPTION AND SPECIFICATIONS

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and explosives. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places and vibrations. The noise level in the work environment is usually very loud.

ACKNOWLEDGEMENT

I have read and understand the information contained in the Job Description and Specifications. I further understand that this Job Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this job. Also, while this list is intended to be an accurate reflection of the current job, the employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work overtime, different shifts or hours, outside the normally defined workday or work week. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the employer has a similar right.

Employee's Signature

Department Head

Date

Date

The City of Harlan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and job incumbents to discuss potential accommodations with the Employer.