

**Title:** Wastewater Operator I  
**PG:** 31  
**Status:** Civil Service  
**Position Reports to:** Wastewater Operator III  
**Department:** Water Utilities

**Class Code:** 3090  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is entry level skilled work in the operation of Wastewater Treatment Plant equipment and processes. This position requires shift work including nights, weekends, and holidays, as the treatment processes are operated on a continuous basis. Work involves responsibility for learning and participating in the care and efficient operation of the Wastewater Treatment Plant during an assigned shift. Work includes covering a working area which contains several operating units of the wastewater treatment system. As employees gain familiarity with treatment operations, they work independently. Work is reviewed by a supervisor who checks records and charts and makes daily inspections through the plant to check the condition and upkeep of equipment.

**ESSENTIAL FUNCTIONS:**

1. Prepares log sheets; changes charts and recording sheets on flow recorders.
2. Inspects motors, bearing, and gear boxes for overheating and proper lubrication.
3. Collects samples of wastewater at various stages of processing, performs lab tests on same, and records data collected.
4. Maintains equipment, process tanks, buildings, and grounds in a clean and orderly manner.
5. Performs mathematical calculations on collected data; calibrates continuously recording instruments.
6. Manually operates valves to set-up a wide variety of flow schemes to perform pumping and equipment functions.
7. Monitors and/or inspects numerous process control parameters for proper operation.
8. Works in confined spaces or hazardous areas.
9. Lifts medium-heavy objects and climbs stairs and ladders.

**ADDITIONAL RESPONSIBILITIES:**

1. Assists in monitoring lift station telemetry alarm system and dispatches emergency crews as necessary.
2. May assist in making minor repairs to equipment.
3. Will be trained, assigned and shall be an active participant in the Department's Chlorine Emergency Response Team [Note: Assignment to the ER Team will not occur until the employee obtains a minimum of a Class C Wastewater Operators license]
4. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Skill in the use and care of tools and equipment used in a wastewater plant.
2. Ability to learn the normal operating principles and practices of wastewater treatment processes.
3. Ability to learn to troubleshoot problems of wastewater treatment processes and equipment.
4. Ability to learn the safety regulations, occupational hazards, precautions and requirements of the job.
5. Ability to learn basic computer skills necessary to operate various computer controlled systems.
6. Ability to understand and follow oral and written instructions.
7. Ability to efficiently and safely operate all equipment and machinery used in wastewater plant operations
8. Ability to establish and maintain effective working, harmonious relationships with co-workers, other city employees and the general public.

**Title:** Wastewater Operator I  
**PG:** 31  
**Status:** Civil Service  
**Position Reports to:** Wastewater Operator III  
**Department:** Water Utilities

**Class Code:** 3090  
**Date:** 09/08

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 40 pounds of force on a recurring basis, routine keyboard operations.

The job risks exposure to chemical, biological, electrical and mechanical hazards. The employee will be required to work in bright/dim light and adverse weather conditions. Frequent exposure to the general hazards of the industrial working environment and construction sites are also possible. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. High school diploma or its equivalent.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must be willing and able to maintain a valid telephone number.
3. Must obtain state of Florida class "C" Water Plant Operator Certification within two (2) years.
4. Required to pass and maintain qualification for:
  - a. Respiratory Protection Physical
  - b. Pulmonary Function
  - c. Q and Q Fit Test(s), which require "no facial hair which interferes with the device seal"
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.