

TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: WASTEWATER TREATMENT PLANT OPERATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform highly responsible, skilled trades work in the operation and maintenance of the Town's Wastewater Treatment Plant in accordance with EPA standards.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans, coordinates, directs, and schedules work in the operation and maintenance of the wastewater treatment plant facility; instructs workers about safe and efficient operating methods; locates and corrects major operating problems in any area of the plant and refers such problems, as necessary, to the Wastewater Treatment Plant Supervisor along with recommendations for corrective action.

Transfers sludge liquors to holding tanks; adds chlorine, and other chemicals to the process.

Operates and checks equipment, instruments, pumps, valves, meters, and other apparatuses; shuts down portions of plant operations to deal with emergencies; makes daily inspections of mechanical and electrical operating conditions including the condition of equipment; checks efficiency of pumps, blowers, overflows, and by-passes; maintains and logs accurate records of shift operations including instrument readings and chemicals used.

Calculates operating performance and operations costs.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a service truck, chain saw, power saw, hand saw, air compressor, pick axe, sledgehammer, rake, post hole digger, shovel, hand tools, measuring instruments, or two-way radio.

Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, performing minor equipment repairs, greasing equipment, sharpening blades, replacing parts, washing/cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports any incidents, accidents, problems, or unusual situations.

Prepares or completes various forms, reports required by the State of Tennessee, Department of Health or the Environmental Protection Agency, correspondence, checklists, work orders, vehicle/equipment maintenance records, or other documents.

Receives various forms, reports, correspondence, work orders, schedules, diagrams, equipment operational guides, chemical labels, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, other departments, employees, customers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS

May advise laboratory technician on the need to conduct special tests.

Provides coverage during special events/activities as needed; responds to emergency/disaster situations as needed.

Provides assistance to other employees or departments as needed.

May attend Board of Mayor and Alderman meetings and other relevant government and business meetings, where appropriate, outside regular business hours.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Requires a Bachelor's degree with major course concentration in Engineering, Chemistry or a related science field; and one (1) year operating experience at a Grade III or a Grade IV Wastewater Treatment Plant; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license.

SPECIAL REQUISITES

Must be in compliance with TDEC Rule 0400-49-01 and remain in compliance throughout employment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, and/or summarize data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition and subtraction. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, chlorine gas, methane gas, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

APPROVALS

Molly Mehner, Town Administrator

Bill Burke, Director Human Resources

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