

JOB DESCRIPTION

Job Title: Wastewater Treatment Plant Operator

Responsible To: Chief Waste Water Operator

Job Summary: Perform the following duties with the daily operation, safety, and maintenance of a Class IV Schreiber activated sludge plant. Monitor outside contractors and adhere to all safety and environmental policies developed and implemented by the City of West Point. Perform daily performance checks on chemical and mechanical equipment to help insure proper operation to maintain compliance of State and Federal regulations (Mississippi Department Of Environmental Quality). Perform sampling, testing, and monitoring to insure proper prescribed methods and procedures are reported to MDEQ and Chief Operator. Perform preventive maintenance on all on site or deployed equipment at or from the wastewater treatment plant. Operators are subject to be on call at all times. Must be able to comply with and maintain operating procedures, testing procedures and results, maintenance procedures and results, and related documentation such as work schedules and lab results. All work and recordkeeping must be kept neat and orderly for compliance reporting purposes. Works closely with the other departments on various jobs, projects, and reporting to help ensure compliance on relevant issues.

Essential Functions:

- Inspect and assure proper operation of waste water treatment facility equipment, pumps, gear drives, grit and grease equipment, Schreiber equipment and clarifiers.
- Be familiar with wastewater laboratory and laboratory equipment.
- Have knowledge of the national pollution discharge elimination system permit and be able to retrieve information from the permit if needed.
- Be able to travel for any school related to certification or continuing education.
- Be able to comply and maintain operating procedures in the absence of the chief operator.
- Maintain all records in neat and orderly fashion for reporting purposes.
- Must be on call at all time.
- Meet with consultants, engineers and other departments in the city of West Point in planning work to be performed in conjunction with the wastewater treatment facility.

- May be needed for occasional night shift or staggered shifts
- General operation and familiarity with diesel generators and testing procedures.

Job Requirements:

- The wastewater operator is a full time position possibly requiring irregular hours, full time recall and possibly some night shifts.
- Must possess good mathematical skills.
- Be familiar with the following laboratory test. Ph, dissolved oxygen, ammonia, fecal coliform, suspended solids, sludge age, settle ability, flow calculations, nitrates, total phosphorus and any other basic or advanced testing relating to operating the wastewater treatment process.
- Must be able to interpret the rules and regulations of the MPDES permit.
- Must perform preventive maintenance and emergency maintenance on all waste water equipment.
- Must be familiar with Microsoft windows and use of email.
- Must be able set up, program and calibrate composite samplers.
- Must be familiar with the safety protocol with sampling and any other contact with influent or effluent waste water.
- Must be familiar with RS View software and similar programs.
- Must be able to identify and evaluate microscopic bacteria using the microscope.
- Must be able to evaluate sludge settle ability to make appropriate changes to the waste water system.
- Must be familiar with and be able to use the (scada) system to make appropriate changes in the system and alert to any problems.
- Must be familiar with the Schreiber suspended growth wastewater treatment system.
- Must be able create spread sheets required for the operation of the wastewater treatment system including bench sheets.

- Must have good communication skills to maintain working relationship with local, state and federal agencies.
- Must have an understanding of laboratory results in order to make changes to the wastewater system.
- Must be familiar with the Schreiber software to maintain compliance with state and federal agencies.
- Must have and employ good record keeping skills.
- Operator must be able to function in all types of weather conditions the work will be (50%) outdoors and (50%) indoors.
- Operators are expected to attend school to obtain state certification from class (II) to class (IV).
- Must be familiar with ultraviolet lights and the safety risk and procedures when handling them.
- Must be familiar with the basic operation of the clarifiers, waste sludge, return sludge and sludge blanket.
- Must be familiar with how the Schreiber system converts nutrients such as ammonia, nitrates, phosphorus, and other organic materials.
- Must be familiar with grit and grease removal system.
- Must be able to program an sc200 hach controller in order to calibrate and service the dissolved oxygen system on the Schreiber system.

Preferred Educational Requirements

- High school graduate or GED with vocational training or technical training .
- At least class (II) waste water certification.
- At least two years in an activated sludge treatment facility.’
- Must be able to achieve a class (IV) wastewater certification.
- Class (IV) certification is a six year program, if the applicant has a bachelor’s degree in engineering, biological sciences, mathematics, chemistry or physics he/she can possibly achieve a class (IV) certification in one year.

Other Requirements

- Have and maintain a valid Mississippi driver's license.
- Operate essential motor vehicles, portable radio, phone, hand tools, copy and fax machine.
- Pass a drug screening test.