

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Water Reclamation Plant Operator	Job Code(s): 2524, 2525, 2526, 2527
Date: November 25, 2015	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is skilled maintenance work with responsibility for the operation and upkeep of Provo City's water reclamation plant.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to a designated supervisor and perform all tasks under his/her close to general supervision. The multiple levels of this career series are distinguished by the amount of supervision, knowledge, and skill needed and by the required level of wastewater operator certification. *Note: Employees are eligible for advancement in the career series as directed by policy.*

ESSENTIAL DUTIES: Apprentice Operator: Under close supervision, assist with plant operations and processes involving preliminary treatment, primary sedimentation, filtering, sludge, solids, disinfection, digestion, and disposal; monitor and take readings on various outputs associated with maintaining the UPDES permit; assist with record keeping and process control reports; monitor SCADA system; transport bio-solids and conduct basic sampling; assist the lab in running basic tests and general cleaning procedures; maintain raw data records; perform general grounds and building maintenance duties; perform preventative maintenance and assist with basic repair of plant equipment and small engines; respond to emergency calls; follow safety procedures; guide plant tours; assist others as needed; perform other duties as needed.

Operator I: Under general supervision, independently perform apprentice operator duties; observe processes, flows, chemical makeup, and discharges and identify abnormal conditions; resolve basic operation issues; monitor use of bio-solids to ensure proper agronomic application; follow proper chain of custody on pulling samples and conducting a wide variety of basic tests; assist in running probe tests, calibrating equipment, and adding chemicals; perform specialized cleaning procedures in the lab; repair generators and utility vehicles; assist with maintenance and repair of lift stations, sewer flow meters, flumes, hydraulics, pneumatic systems, screenings, and grit removal equipment; perform other duties as needed.

Operator II: Under general supervision, independently perform all duties required of lower level plant operators; inspect facilities for operational status; identify and resolve moderately complex operation issues; troubleshoot issues with the SCADA system; restart process equipment following power failures; assist with training lower level operators including conducting classroom training; may supervise subordinate workers; assist supervisor in ensuring other operators follow safety procedures; assist with training others; perform other duties as needed.

Operator III: Under general supervision, independently perform all duties required of lower level operators; act as shift leader as needed; perform process calculations and enter final numbers into reporting databases; interpret data from discharge monitoring report, diagnose the issue, and develop a solution; perform more advanced lab analysis work; may assist with more complex disposal processes; perform other duties as needed.

MINIMUM REQUIREMENTS: Apprentice Operator: One (1) year of experience in work requiring mechanical aptitude. **Operator I:** One (1) year of wastewater operator experience. **Operator II:** Two (2) years of wastewater operator experience. **Operator III:** Four (4) years of wastewater operator experience. An equivalent to a high school diploma is required for all levels. Additional education may be substituted for experience as allowed by the State of Utah to qualify for unrestricted wastewater operator certification.

License(s). **Operator I:** Unrestricted Grade I Utah Wastewater Systems Operator. **Operator II:** Unrestricted Grade II Utah Wastewater Systems Operator. **Operator III:** Unrestricted Grade III Utah Wastewater Systems Operator. A valid, lawful commercial driver's license is required at all levels.

SELECTION FACTORS: *Knowledge of:* methods and techniques used in the operations and maintenance of a water reclamation plant; related laws, codes, rules, and regulations governing the functions of the position; the electrical and mechanical operations and maintenance of specialized treatment plant equipment; basic English composition, spelling, and grammar; policies and procedures established for the work system including handling chemicals and sample collection. *Skill in:* using a variety of power tools, hand tools, and other heavy equipment safely in a hazardous environment; recognizing potential dangers and responding appropriately; troubleshooting electrical and mechanical issues. *Ability to:* operate process equipment, electrical controls, valves, and pumps; monitor gauges, meters, and controls; recognize change in normal conditions and investigate the cause; recalibrate process and equipment settings in the field; inspect the plant for overall condition; perform work with speed and accuracy; communicate effectively both verbally and in writing; deal with the public and others in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgement while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards others; demonstrate a high level of commitment to the principles of positive customer service; lead the work of others.

TOOLS AND EQUIPMENT USED: Radio, mobile device, motor vehicle, various hand and power tools, general office equipment and software, specialized software, safety clothing, micrometers, dial indicators, monitoring equipment, cutting and welding tools, grinders, presses, electric carts, dump truck, loader, backhoe, boom truck, forklift, truck and trailer combinations, mowers, edgers, weed whips, pressure washers, and other equipment specific to the work.

PHYSICAL DEMANDS: Requires sufficient strength, agility, and eyesight to perform the work which includes lifting up to 100 pounds, driving vehicles and heavy equipment, carrying, bending, stooping, walking, climbing, working on scaffolding, tight quarters, and physical hand work.

ENVIRONMENTAL FACTORS: This work may require exposure to adverse weather conditions, noxious odors and dangerous gases, hazardous chemicals and conditions, high places, tight quarters, and potentially explosive conditions. May include exposure to high stress situations. *Note: Employees of this class may be subject to on-call status and working weekends and holidays.*



Department Director 11/25/15
Date



Mayor/Chief Administrative Officer 11/25/15
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.