

Job Description – Assistant Wastewater Treatment Plant Operator

Nature of the Work:

To operate, monitor, maintain, and trouble-shoot the wastewater treatment facility and its processes. Work involves responsibility for the technical aspects of plant operations, compliance with state and federal operating regulations, and underground sewer system. Work is performed with considerable independence under the direction of the Lead WWTP Operator, and supervision of the Village Administrator, subject to review through reports and results achieved.

Essential Duties and Responsibilities:

- Perform all aspects of process control operations of the plant in order to comply with the effluent limitations as permitted by the WDNR under the Wisconsin Pollutant Discharge Elimination System (WPDES).
- Operate and maintain the collection system, including gravity sewers, lift stations, and force mains.
- Perform the installation, maintenance and repair of the physical plant and pump stations and all of their components.
- During the Lead WWTP Operator's absence, act as the Department's representative to the public.
- Assist in the performance of regular and unscheduled maintenance and repairs on all plant equipment and machinery.
- On call to respond to emergencies and breakdowns at the plant and pump stations.
- Conduct the necessary weekend checks of the treatment plant on a rotating basis.
- Maintain open communications with the Lead WWTP Operator regarding the treatment process and pump stations operation and malfunctions, as well as make recommendations for repairs and improvements to these systems.

Work Requirements:

- Be able to perform and document various tests required by State and Federal agencies for the operation of a wastewater treatment plant.
- Perform daily checks of the wastewater treatment process and periodic checks of pump stations.
- Have a working knowledge of the operation, methods and procedures of a wastewater treatment plant.
- Have a working knowledge of the machinery used for wastewater treatment and pumping stations.
- Have a thorough knowledge of mechanical equipment and the ability to diagnose and correct equipment malfunction.
- Have a working knowledge of basic machinery preventive maintenance and repair.
- Have a basic knowledge of State and Federal rules governing wastewater discharges and worker's safety.

- Have the ability to work with independence and to make routine decisions on the operation of the plant processes and equipment during the Lead WWTP Operator's absence.
- Perform the weekend duties of the Water and Wastewater Departments on a six week rotating schedule with the other Public Works Employees.
- Work with the Village crew on non-plant related activities, such as snow removal, lawn care, and water main breaks, as time and necessity dictate. Such activities should, when possible, be scheduled so as not to conflict with the day to day operation of the plant.
- Perform other duties and responsibilities as assigned or required.

Training and Experience Required

- Education-High School Graduate or GED necessary. Technical, Associates or Bachelor's Degree in Wastewater Treatment, Natural Resources, Biology, Chemistry, Engineering, or a related field preferred.
- Certificates—Wisconsin DNR Wastewater Operator Basic Level Certification with A1 Biological Treatment-Suspended Growth, (B) Solids Separation, (C) Solids Treatment, (D) Disinfection, (L) Laboratory, (P) Phosphorus, and (SS)Sanitary Sewer Collection System -subcategories; or the ability to obtain full certification within a reasonable amount of time.
- Maintain a Class C Driver's license with airbrake endorsement.

Physical Requirements

- Good vision, hearing, and manual dexterity are necessary.
- The ability to safely enter Confined Spaces and to participate in a Confined Space Rescue Service is required.
- The ability to lift and move up to 50 pounds unaided.