

**CITY OF BATH, MAINE  
POSITION DESCRIPTION**

<b>CLASS TITLE:</b>	Operator	<b>CODE NUMBER:</b>	501
<b>DEPARTMENT:</b>	Treatment Plant	<b>GRADE NUMBER:</b>	
<b>UNION:</b>	Local S89 DL 4 IAMAW AFL-CIO	<b>STATUS:</b>	Non-Exempt
<b>DATE:</b>	October 2018		

**GENERAL PURPOSE:**

Performs a variety of semi-skilled and skilled technical and maintenance work in the daily operation, preventive maintenance and upkeep of Wastewater Treatment Plant facilities and Pumping Stations.

**SUPERVISION RECEIVED:**

Works under the supervision of the Wastewater Chief Operator.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Monitors the performance of all equipment, gauges and charts in the treatment plant; Maintains, operates, and assists in the repair of equipment as necessary; Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required. Investigates, diagnoses and determines corrective action for abnormalities or malfunctions.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Reports unsafe practices or situations and helps implement corrective action. Attends safety programs and adheres to standard safety procedures.

Assists in the scheduling of chemical and supply needs for lab, machines, pump stations and maintenance. Assists in special maintenance work and minor plant alterations and maintenance including lawn care and snow removal.

Operates/monitors system operations as they effect the pumping stations and takes appropriate corrective action as needed.

Reviews pumping operations, both by personal observations and through operator journals to analyze pump performance and makes recommendations for operational changes. Investigates, diagnoses, and determines corrective action to correct abnormalities or malfunctions. Responds to alarms for pumping station outages, high-water, plant issues, etc.

Aids and advises Chief Operator in analyzing and developing standard operating procedures and in new or improved practices and policies to reduce generating costs and/or improve pumping efficiency. Advises Chief Operator in all aspects of pumping station operations. Helps establish and modify standard process and equipment operating procedures for the pumping station.

Will perform related work when required. May be assigned to rotating emergency duty. Responsible for snow removal. Required to assist in general operation of Treatment Plant such as tank cleaning or working in wet wells.

Prepares operating reports and maintains records and technical data: uses other analytical methods to determine station performance. Compiles daily journals and files, prepares monitoring reports; keeps preventive maintenance records.

Operates Class B trucks. Performs snow plowing/removal operations for the Public Works Department as directed. Confined space entry in potentially hazardous atmospheres

Performs related duties as assigned.

### **DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Experience in wastewater treatment or related , or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant and pumping station maintenance and operational activities; working knowledge of laboratory procedures and practices; working knowledge of computers and computer programs.
- (B) Ability to perform process control calculations; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, other departments and the public; Ability to understand and carry out written and oral instructions.

**SPECIAL REQUIREMENTS:**

Valid State of Maine Driver's CDL license within 1 year. Certification as a Grade I State of Maine Treatment Plant Operator or obtain within 1 year of hire or be a registered Professional Engineer with the State of Maine.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

<b>Approval:</b>		<b>Approval:</b>	
	<b>Supervisor</b>		<b>Appointing Authority</b>
<b>Effective Date:</b>	<b>October 2018</b>	<b>Revision History:</b>	<b>April 1996</b>