

CITY OF CHARLEVOIX

Title: WTP/WWTP Operator (D and/or F4 or higher) **FLSA:** Non-exempt
STATUS: Full-time, Union

Department: WTP/WWTP

Reports to: Chief Operators of WTP/WWTP

Date: 10/16/2017

Position Purpose and Objectives

Learns to and/or operates and controls an entire process or system of machines through the use of control boards or direct physical activity, to transfer and treat water and liquid waste.

Scope and Environment

Work is performed at the City's Water Treatment Plant and Waste Water Treatment Plant or where designated by the Chief Operator. May be scheduled "on-call" for consecutive 24-hour periods. Shifts fluctuate and require weekend work as part of regular schedule. Prompt and regular attendance required.

Essential job functions:

- Operate and maintain pumps, valves, chlorinators, and other mechanical equipment. Repair and lubricate equipment, using hand tools and power tools.
- Operate emergency equipment in case of power failure.
- Add and adjust process chemicals.
- Collect and test water and sewage samples, using test equipment and color analysis standards.
- Accurately record routine operational data, personnel in attendance, and meter and gauge readings, including rates of water flow, pressure, temperature, atmospheric conditions, chemical and power usage, et al.
- Preparation of various reports; relay pertinent data to co-workers in oral, written, and electronic form.
- Operate/drive vehicles and mechanized equipment.
- Practice all OSHA, MIOSHA, and City safety protocols.
- Observe gauge levels and other instruments to determine conditions.
- Operate and adjust controls to purify/clarify water, process or dispose of sewage and generate power and other mechanical equipment needed to operate the plants.
- Inspect equipment – monitor conditions and equipment to determine load requirements and to detect malfunctions.
- Supervise subordinate personnel at direction of Chief Operator.

Knowledge, Skills, and Abilities

- High school graduate or equivalent.
- 18-years-old or older.
- Valid driver's license/safe driving record.
- Responsible attitude/commitment to safety.
- Mathematical and mechanical aptitudes.
- Ability to work in adverse weather conditions/exposed to variety of physical substances.

- Attention to detail; ability to comprehend detailed instructions and communicate clearly.
- Positive attitude and respectful of property and personnel/ability to deal with public.
- Ability to project a positive public image of the City of Charlevoix.
- Ability to see details at close range.
- Physical (static and trunk) strength, dexterity, and coordination to safely handle drums of chemicals as needed.
- To make precisely coordinated movements (control mechanisms and vehicles).

Knowledge, Skills, and Abilities required

- Active Municipal Wastewater Treatment Certificate D or higher, and/or
- Active F4 WTP license or higher.
- Prior experience in WTP/WWTP.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change.

City Council Approval: 10/16/2017