



## JOB DESCRIPTION

**Job Title:** Waste Water Treatment Plant Operator "B"      **Reports To:** Plant Supervisor

**Work Comp Code:** 7580

**Department:** Utilities

Exempt

Non-exempt

Full Time

Part Time (hrs./week)

**Pay Grade:** 116

**Salary Range:** \$43,305.60 - \$69,264.00

**Date:** 10/01/2023

**Normal Work Schedule:** 7:00am to 3:00pm or 3:00pm to 11:00pm including weekends and holidays.

### POSITION SUMMARY:

A skilled and licensed technical position responsible for the proper plant operation and monitoring of the treatment process of a Waste Water Treatment Plant.

**ESSENTIAL FUNCTIONS AND DUTIES** include the following. Other duties may be assigned as dictated by operational necessity.

- Monitor the treatment process by visual and lab testing as per operations guidelines.
- Adjust chemicals of the treatment process to adhere to treatment guidelines.
- Maintain proper and adequate operations log. Record test results and all other required data required by the supervisor used for state monthly reports.
- Monitor the operation of plant equipment, i.e. chemical pumps, high service pumps, sludge pumps, for proper operations.
- Maintain and monitor adequate system pressure through surveillance of control board.
- Coordinate after-hours emergency call-out as per procedures.
- Perform maintenance/custodial duties as required each shift at the main plant and remote sites.
- Advance towards obtaining an "A" license with continuing education.
- May be required to oversee the activities of the Operator Trainees and/or Utility Maintenance Workers on their assigned shift.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to carry out each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities; education and/or experience; and, certificates or licenses required in order to fill the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. In lieu of certain requirements listed below, Employee may accrue or acquire certain specified time in service, specialized skills, and/or certifications, thereby qualifying for this position through the City's career progression policy.

### KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of principles and practices of waste water treatment plant operations.
- Knowledge of operating principles of plant equipment such as valves, pumps and motors.
- Knowledge of methods and techniques of maintaining, repairing and troubleshooting waste water plant equipment and processes.

- Knowledge of standard principles of the natural sciences including chemistry and biology.
- Knowledge of basic mathematical principles.
- Knowledge of laboratory analysis techniques and health standards for waste water.
- Knowledge of operational and safety regulations pertaining to waste water treatment plant operations and vehicle and equipment usage.
- Knowledge of water treatment chemicals used within the plant and their safe use and application.
- Knowledge of sampling methods and techniques.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications.
- Knowledge of occupational hazards and standard safety practices and procedures.
- Knowledge of pertinent federal, state and local laws and regulations pertaining to waste water treatment.
- Able to operate and monitor waste water treatment plant equipment.
- Able to read, interpret and calibrate gauges and other recording devices related to waste water treatment plant operations.
- Able to take liquid and solid samples and perform routine laboratory tests.
- Able to diagnose operating problems and take effective courses of action.
- Able to make independent technical decisions to maintain proper treatment process.
- Able to maintain pertinent records and compile data into written reports.
- Able to perform routine to difficult maintenance, repairs and installations to plant equipment such as pumps, valves, and electronic monitoring devices.
- Able to read, interpret and understand technical manuals, drawings, blueprints, schematics, and diagrams.
- Able to schedule maintenance and repair of waste water treatment plants.
- Able to logically solve problems.
- Able to participate in and complete safety training courses including CPR and Self-Contained Breathing Apparatus (SCBA) training.
- Able to operate office equipment including computers and supporting software applications.
- Able to adapt to changing technologies and learn functionality of new equipment and systems.
- Able to communicate clearly and concisely, both orally and in writing.
- Able to establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS:**

- High school diploma or equivalency certificate required.
- Must have at least two years' experience working in Waste Water Treatment Plant operations.
- Valid Florida driver's license required.
- Must hold a valid Florida Class "B" Waste Water Operator License.

**SUPERVISORY RESPONSIBILITIES:**

- May be required to exercise direct supervisory authority over Operator Trainee(s) and/or Utility Maintenance Worker(s) assigned to the shift.

**ESSENTIAL PHYSICAL ABILITIES:**

Code: Constant = 2/3 or more of the time  
 Frequent = from 1/3 to 2/3 of the time  
 Occasional = up to 1/3 of the time  
 N/A = Not applicable

Physical Skills	Constant	Frequent	Occasional	N/A
Heavy lifting (45 lbs. and over)			X	
Moderate lifting (15 to 44 lbs.)		X		
Light lifting (under 15 lbs.)	X			
Heavy carrying (45 lbs. and over)			X	
Moderate carrying (14 to 44 lbs.)			X	
Light carrying (under 15 lbs.)	X			
Reaching above shoulder		X		
Use of fingers	X			
Both hands required	X			
Climbing (use of legs and arms)	X			
Climbing (legs only)	X			
Good near vision	X			
Good distant vision	X			
Both eyes required	X			
Depth perception	X			
Distinguishing basic colors	X			
Distinguishing shades of colors	X			
Good hearing (with or without hearing aid)	X			
Straight pulling	X			
Pulling hand over hand			X	
Pushing			X	
Walking			X	
Standing	X			
Crawling	X			
Kneeling				X
Bending			X	
Balancing		X		
Stooping			X	
Jumping		X		
Running			X	
Throwing			X	
Driving (cars, small vans, pick-ups, etc.)				X
Driving & operating (heavy equip., trucks, etc.)		X		
Perform Shift Work: Morning, Evening, or	X			

Physical Skills	Constant	Frequent	Occasional	N/A
Midnight				

**ENVIRONMENTAL CONDITIONS:**

Code: Constant = 2/3 or more of the time

Frequent = from 1/3 to 2/3 of the time

Occasional = up to 1/3 of the time

N/A = Not applicable

Environment	Constant	Frequent	Occasional	N/A
Work Inside		X		
Work Outside		X		
In the Heat		X		
In the Cold		X		
In High Humidity		X		
In Dampness or Chilliness		X		
In Dry Conditions		X		
In or with Noisy Conditions		X		
In Darkness			X	
In or with Dusty Conditions			X	
With Silica, Asbestos, etc.			X	
With Fumes or Gases				X
With Smoke or Flames			X	
With Chemicals				X
With Solvents	X			
With Grease or Oils		X		
With Radiant Energy			X	
With Electrical Energy				X
On Slippery Surfaces	X			
On Uneven Surfaces		X		
In or With Moving Objects		X		
In or With Ladders/Scaffolding				X
At Heights above Ground Level			X	
Below Ground Level		X		
In Water			X	
With Explosives			X	
With Poor Ventilation				X
With Odors				X
With Unusual Fatigue Factors			X	

**DISCLAIMERS:**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who cannot perform some of the requirements because they pose health or safety risks to themselves or other employees may be excluded from this position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by this supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise.

**EMERGENCY RESPONSE STATEMENT:**

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees may be subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

The City of Punta Gorda is an Equal Opportunity Employer. The City will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.

Disclaimer: The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job.

I have read and understand the contents of this Job Description. I certify that I am capable of carrying out the Essential Functions and Duties of the job as specified.

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(Print Name)

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(Date)

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(Signature)