



# Wastewater Treatment Plant Operator Trainee

## Wastewater Treatment

WWT/12

### JOB SUMMARY

This position is responsible for performing administrative and technical duties in the operation of the operation of a system of wastewater treatment plants.

### MAJOR DUTIES

- Monitors plant for proper operation and to ensure compliance with all state and federal permit requirements.
- Makes process control decisions for permitted effluent discharge (i.e., adjust pump seed).
- Ensures compliance with safe work policies and procedures.
- Performs equipment checks and general equipment maintenance.
- Collects samples for daily analysis.
- Makes rounds of plants; reads gauges and meters; records readings.
- Maintains maintenance and chemical analysis records; prepares logs, records, and reports, including required local, state, and federal reports.
- Operates heavy equipment.
- Cleans and maintains plant facility and grounds.
- Provides plant tours to community and school groups.
- Attends required training classes.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of wastewater treatment plant principles, operations, and equipment.
- Knowledge of chemistry, mathematics, and biology.

- Knowledge of safe work principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of division and agency policies and procedures, and federal, state, and local laws and regulations.
- Skill in the operation and maintenance of mechanical and electronic equipment.
- Skill in the operation of heavy equipment.
- Skill in the operation of hand and power tools.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Wastewater Treatment Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include uniform plumbing and electrical codes, National Pollution Discharge Effluent Standards, EPA regulations, EPD regulations and guidelines, and agency policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and technical duties. Changing environmental conditions contribute to the complexity of the position.
- The purpose of this position is to monitor and coordinate the operations of a wastewater treatment plant. Successful performance contributes to the efficiency and effectiveness of plant operations and to compliance with federal and state regulations.

#### CONTACTS

- Contacts are typically with co-workers, contractors, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

- The work is typically performed in a wastewater treatment plant. The work may also be performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to machinery with moving parts and contagious or infectious diseases. The work requires the use of protective devices such as masks, goggles, and gloves.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has functional supervision over assigned personnel.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to obtain an appropriate state-certified license for wastewater treatment within 18 months from the date of hire.