

## City of Cartersville Job Description

JOB TITLE: Waste Water Plant nights weekend Operator

DEPARTMENT: Water, City of Cartersville

JOB SUMMARY: This position is responsible for operating a wastewater treatment plant.

### MAJOR DUTIES:

- Operate City of Cartersville Waste Water Plant Thursday and Friday 7:30 am. – 4:00 pm. Saturday and Sunday 8:00 pm – 8:00 am
- Monitors treatment process and makes necessary adjustments as indicated by current conditions.
- Monitors performance of machinery and equipment used to control the treatment process.
- Prepares inspection sheets, logs, and flow charts; maintains records.
- Tends pumps, blowers, feed pumps, centrifuges, dry and wet chemical feeders, aerators, telescopic settings, wet well and other equipment used to decontaminate wastewater.
- Collects wastewater samples for standard tests, such as biochemical oxygen demand, dissolved oxygen, suspended solids and pH.
- Performs preventative and corrective maintenance on equipment.
- Maintains inventory of supplies.
- Adds chemicals such as sodium hypochlorite, sodium bisulfite, aluminum sulfate and polymers.
- Performs routine cleaning of equipment and work areas.
- Performs housekeeping and grounds maintenance duties.
- Operate a Belt Filter Press to aid in Bio-Solids disposal.
- Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of wastewater treatment processes.
- Knowledge of mathematics, basic chemistry, and microbiology.
- Knowledge of state and local wastewater treatment guidelines and procedures.
- Knowledge of plant operations.
- Knowledge of lift station operations.
- Knowledge of safety procedures.
- Skill in reading various meters, including D.O. and pH.
- Skill in operating water pollution control equipment such as blowers, mixers and samplers.
- Skill in the use of basic tools such as packing tools, socket wrenches, power tools, and screwdrivers.
- Skill in oral and written communications.

### QUALIFICATIONS:

- Flexibility to work Days, Nights, and Weekends-REQUIRED
- Must have High School Diploma or equivalent
- Ability to obtain a State of Georgia Wastewater Class 3 license within 18 months of employment.

**SUPERVISORY CONTROLS:** The Wastewater Treatment Plant Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance procedures, accuracy and the nature and propriety of the final results.

**QUALIFICATIONS:** Must have High School Diploma and able to obtain a State of Georgia Wastewater Class 3 license within 18 months of employment.

**GUIDELINES:** Guidelines include plant regulations, federal EPA and Georgia EPD guidelines, and established procedures for wastewater treatment. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related wastewater treatment duties.

**SCOPE AND EFFECT:** The purpose of this position is to help ensure the proper operation of the wastewater treatment facility. Successful performance in the job contributes to the safe handling and effective treatment of wastewater.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, vendors, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information.

**PHYSICAL DEMANDS:** The work is performed while intermittently sitting, standing, or stooping. The employee must occasionally lift heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

**WORK ENVIRONMENT:** The work is performed both indoors and outdoors, where the employee is exposed to noise, dust, grease, machinery with moving parts, contagious or infectious diseases, raw sewage, irritating chemicals and occasional inclement weather. The work requires the use of protective devices such as masks, goggles or gloves.