



WWTP Operator / General Maintenance 2

Department:	Wastewater
Reports to:	WWTP Operations Manager
FLSA Overtime Status:	Non-Exempt
Grade:	7 \$26.56 to 34.53 per hour, depending on qualifications
Revision Date:	July 6, 2021

OBJECTIVE

Assists the WWTP Operations Manager in performing a variety of skilled technical duties and semi-skilled labor in the operation and maintenance of the Princeton Wastewater Treatment Plant. Responsible for performing adjustments and repairs to plant equipment and collecting and documenting samples for laboratory testing. Responsible for the day-to-day operation of the plant.

SCOPE

The WWTP Operator / General Maintenance 2 works under the general direction of the WWTP Operations Manager.

ESSENTIAL FUNCTIONS

This job description indicates the normal type and level of work expected of the position. The position holder may be asked to perform other duties as apparent or assigned.

1. Perform assigned treatment plant rounds; inspect, monitor, troubleshoot, performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, SCADA systems and other instrumentation.
2. Operate and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.
3. Maintain, compile and update plant operations logs and reports; perform and record mathematical calculations related to plant operational activities.
4. Mix and add treatment chemicals to ensure adequate chemical application according to regulations and guidelines.
5. Install, maintain, repair, modify, troubleshoot and service plant operations machinery and equipment including pumps, valves, motors, meters, tanks, reservoirs, feeders, filters and online analyzers, as well as change lubrications.
6. Collect and document liquid and solid samples and perform a variety of routine laboratory tests; work closely with the laboratory on testing processes; monitor laboratory results; collect samples as required.
7. Perform general plant facility maintenance such as cleaning, painting and repairing plant facilities; perform various grounds maintenance duties as required.
8. Operate a variety of heavy equipment including backhoes, loaders, scrapers, dump trucks, snow plowing equipment and other heavy equipment as required or assigned as well as assist in unloading chemicals and supplies as necessary.

9. Coordinate construction, maintenance, material selection and repair activities with maintenance, laboratory, contractors, vendors and other staff as directed
10. Conduct tours for the general public, schools, and City staff as necessary.
11. Participate in the development of goals and procedures for wastewater treatment activities; gather and analyze data; develop a variety of reports.
12. Work with a variety of vendors, outside contractors and the general public on wastewater activities; answer questions and resolve conflicts.
13. Participate in establishing schedules and methods for providing maintenance and repair services; identify resource needs; review needs with appropriate supervisory and/or management staff; allocate resources accordingly.
14. Purchase equipment and supplies as assigned.
15. Assist Public Works Department as necessary and assigned.
16. Perform duties in confined spaces.
17. Perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED is required. Must be able to pass a pre-employment physical and drug test.

Must possess a Class B Driver's License with CDL Endorsement or obtain the same within six (6) months.

Must possess a Class D or above Wastewater Operator's License or obtain the same within two (2) years.

Must be able to respond to Plant issues within 20 minutes or less, work evenings, weekends and holidays as needed, and work an On-call rotation.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of department and City organization and administrative policies, procedure, and practices; applicable state laws, rules and regulations, SCADA, Microsoft Word and Excel.

Skill in reading, writing, and speaking English proficiently, in organizing and prioritizing work, public relations skills for dealing with the public, staff, and contractors to resolve problems or explain the workings of the plant; operating computers and all other job-related equipment.

Ability to develop and maintain effective working relationships with members of other City departments, staff from Princeton Public Utilities, state agency staff, contractors and members of the public; read and discern visual images on a variety of media; operated computer equipment for long periods of time; operated common hand and power tools, detection devices, mobile radio, and lab equipment; ability to perform heavy manual labor.

EQUIPMENT

Standard office equipment including but not limited to computers, calculator, copier, telephone.

Lab equipment including but not limited to D.O. meter, Ph meter, turbidimeter, spectrophotometer, pipettes, samplers, muffle furnace, analytical scale.

Common hand and power tools, snow removal equipment, motorized equipment.

WORKING CONDITIONS

Work is performed both inside and outside the buildings located at the Wastewater Treatment Plant and at lift stations. Work may be performed in adverse weather conditions and at all hours of the day; weekend, evening and holidays. There is extensive attention to detail.

PHYSICAL REQUIREMENTS

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Medium Work: Exerting up to 50 pounds of force regularly. This is not a sedentary job.

ADA CONSIDERATIONS

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.