



City of Gunnison

Job Description

Job Title:	Wastewater Treatment Operator I		
Department:	Public Works Department	Division:	Wastewater Treatment
FLSA Status:	Non-Exempt	Position Status:	Full-Time
Date Updated:	1/3/2018	Job Physical Level:	Strenuous

General Purpose:

Performs technical tasks related to the operation, maintenance, repair, and security of the wastewater treatment plant including equipment, vehicles, grounds, and the laboratory. Reports to the Wastewater Superintendent.

Essential Duties and Responsibilities:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

Assist, as a method of education, inspecting treatment plant equipment and processes to ensure adequate and efficient treatment.

Assist, as a method of education, performing process control tests on the operation of the wastewater treatment facility and documents results of testing and inspection.

Maintains a variety of records related to plant performance and maintenance and prepares various reports related to plant operations.

Assist, as a method of education, making adjustments to plant operations based on test results to ensure proper and adequate treatment of wastewater.

Responds to plant malfunctions and emergency situations and takes corrective actions to correct or control plant operations and processes.

Checks lubricant levels on equipment, performs preventative maintenance and minor and major repair on mechanical, electrical, electronic, and other systems of the treatment plant.

Collects wastewater samples, and conducts periodic tests on samples.

Maintains grounds around facilities including mowing lawn and plowing and shoveling snow.

Hauls bio solids to various sites.

Other Duties and Responsibilities:	
Performs other duties as required.	
Job Qualifications	
Required Education and Experience:	High school diploma or GED equivalent, with formal course work in wastewater operations. Bachelor's degree in Biology, Science, or related field desirable.
Other Necessary Requirements:	As a minimum, must have a state of Colorado Class "D" certification for Wastewater or the ability to obtain in one year. Must possess valid Colorado CDL "A" license or the ability to obtain in one year.
Necessary Knowledge, Skills and Abilities:	Working knowledge of biology, and ability to learn laboratory and control testing procedures, and health, safety, and environmental standards. Operate heavy equipment including front end loader and roll-off trucks. Demonstrated ability to perform mathematical calculations necessary for laboratory and control testing. Strong written and oral communication skills; ability to develop and complete detailed reports. Demonstrated public relations and customer service skills in dealing with customers, fellow employees and supervisors. English Language Comprehension - Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.
Working Conditions	
Work Environment:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position spends 40% to 50% of its time in an indoor or protected environment. The incumbent may make frequent trips to external locations, and may be exposed to weather elements and temperatures and automobile travel. Position will have occasional exposure to hazardous materials and waste, and will have occasional exposure to electrical and mechanical equipment.

<p>Physical Activities:</p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Ability to participate in and respond to routine conversation in person or via telephone, and distinguish equipment, telephone, printer, computer, and other auditory tones.</p> <p>Ability to occasionally lift, carry, push, or pull burdens in excess of 50 pounds.</p> <p>Visual and physical abilities to safely operate a motorized vehicle in a variety of road and travel conditions.</p> <p>Ability to perform physical activities requiring continual walking, sitting, and standing. Ability to occasionally perform physical activities such as climbing, crawling, bending, stooping, and reaching in the performance of inspection and maintenance duties.</p> <p>While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.</p> <p>Specific vision abilities required by this job include close vision and the ability to adjust focus.</p>
<p>Tools and Equipment Used:</p>	<p>Monitoring equipment, pumps, meters, actuators, hand tools, vehicles and heavy equipment, etc.</p>
<p>Supervision Received:</p>	
<p>Works under the general supervision of the Wastewater Superintendent.</p>	
<p>Supervision Exercised:</p>	
<p>Generally None. May supervise temporary staff or give assignments and direction to staff in training.</p>	

**ACKNOWLEDGEMENT OF RECEIPT
PLEASE SIGN AND RETURN TO HUMAN RESOURCES**

I, (print name) _____, acknowledge that I have received a copy of the current job description for the position of **Wastewater Treatment Operator I** with the City of Gunnison. I understand the job description does not constitute an employment agreement between the City of Gunnison and myself and is subject to change by the Management of City of Gunnison in its sole discretion. The duties listed above are intended only as illustrations of the various

types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date

Supervisor Signature

Date