

Class III Certified Wastewater Treatment Plant Operator

February 26, 2009

The Class III Certified Wastewater Treatment Plant Operator is responsible for a wastewater treatment plant that utilizes special or complex equipment or features of design requiring specialized skills to operate. This person is responsible to assure continuous production of effluent that meets or exceeds the water quality requirements of the receiving stream and the national pollutant discharge elimination system (NPDES) permit limitations.

The Class III Certified Wastewater Treatment Plant Operator shall assign staff members, if available, to ensure that pumps, conveyors, blowers, tanks, vacuum equipment and other waste water treatment equipment are functioning properly. Make certain that monitoring of equipment for potential failures and make minor repairs or adjustments as needed. Assigns the laboratory technician, if available, such tasks as collection of water samples for chemical analysis and to perform such analysis.

Responsible for compliance of all government regulations and compliance documents for the treatment plant and reclaimed sludge of this organization.

Responsibilities also include analyzing maintenance trends to predict future maintenance tasks and expenses.

Trains employees, identifies, analyzes, and repairs system failures, orders, replaces parts as needed, and makes certain that employees under his direction meets or exceeds the continuing education requirements. Determines and recommends to the superintendent which products or services best fit the District's needs for the treatment plant facility.

Analyzes the budget records pertaining to the treatment plant and reclaimed sludge process to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets for the treatment plant and reclaimed sludge process periodically in order to analyze trends affecting budget needs.

This person shall assist the superintendent with the implementation and maintaining of company policies adhering to local, state and federal environmental, health and safety regulations. Involved in the design and development of facilities, work areas and work procedures and makes environmental, health and safety recommendations to the superintendent. Responsible for preparing, maintaining, and updating environmental policy and procedure manuals. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization. Should possess a good knowledge of the National Incident Management System.

Records and maintains control of all inventory items purchased and utilized for the operation and maintenance of the treatment plant and reclaimed sludge process. Ensures that compliance with established internal control procedures is achieved. Researches, interviews, and negotiates with suppliers to obtain prices and specifications. Provides routine administrative support

The treatment plant operator should be familiar with a variety of the field's concepts, practices, and procedures and rely on experience and judgment to plan and accomplish goals. This person should have the ability to perform a variety of complicated tasks. A wide degree of creativity and latitude is expected.

Promote teamwork, leadership, goals, better communication, training, quality customer relations, and positive attitudes.

Perform a variety of tasks that may be assigned from time to time.

The treatment plant operator reports to the Superintendent.