

POSITION DESCRIPTION

Class Title: Treatment Plant Operator III (Job Class Code: 3094)
Division: Wastewater Treatment
Department: Public Operations

Effective Date: March 4, 2015
Pay Grade: 11
FLSA Status: NE

GENERAL PURPOSE

Performs plant operation and maintenance. Performs skilled to semiskilled work in monitoring, repairing, and controlling the functioning of plant equipment and processes.

SUPERVISION RECEIVED

General Supervision

SUPERVISION EXERCISED

May supervise operators in training or class I or II operators and laborers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors and operates all plant equipment and makes process changes with little or no supervision.
2. Inspects all machinery and equipment; perform repair, maintenance, and preventative maintenance on all plant equipment as required.
3. Ensures plant effluent meets or exceeds NPDES permit requirements.
4. Performs laboratory analysis and interprets results.
5. Maintains records of operation and maintenance procedures.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from an high school or GED equivalent; and
2. Louisiana Class III Wastewater Operator License.
3. Three (3) year experience in wastewater plant operations or related field.

Necessary Knowledge, Skills and Abilities:

1. Knowledge of principles, practices, materials, and procedures related to the operation and maintenance of secondary wastewater treatment plant.
2. Knowledge of laboratory equipment and procedures as required by NPDES permit.
3. Ability to use hand tools, power tools, and equipment necessary to maintain plant equipment, processes, and facilities.
4. Ability to follow all safety practices and procedures.
5. Ability to communicate technical information clearly and concisely
6. Operate a variety of plant pumping and treatment equipment, and analyze and act on a variety of data and instrument readings, and respond to plant operations problems.
7. Ability to make operational changes in accordance with plant procedures.
8. Ability to work a variety of shifts as needed (including nights).
9. Ability to pass Wastewater Operator IV Test within two years of filling position.

SPECIAL REQUIREMENTS

1. Must possess valid State Driver's License.
2. Must have demonstrated record of exceptional attendance.

TOOLS AND EQUIPMENT USED

Hand tools, power tools, and equipment necessary to maintain plant and structures.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is required to climb stairs and ladders up to 35 feet on a regular basis. The employee may have to enter tanks at depths of 35 feet.

The employee must occasionally lift and/or move up to 100 pounds.

The employee regularly works near operating mechanical and electrical equipment. The employee is frequently exposed to wet and/or humid conditions. The employee is frequently exposed to wastewater. Hearing protection is occasionally needed. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Civil Service Director

Approval: 
Department Director