

Position Title: WASTEWATER TREATMENT PLANT OPERATOR

Date of Revision: April 27, 2021

Department: Wastewater Enterprise

Reports to: Wastewater ORC

Summary of Position: The Wastewater Treatment Plant Operator supports the mission of the Pagosa Area Water and Sanitation District by supporting the Wastewater Division ORC in: operating and maintaining all equipment and facilities associated with the District's wastewater treatment facilities, wastewater lift stations, centrifuge and collection system in a manner that complies with local, state and federal regulations; protecting employee health and protecting the environment.

Essential Functions: The listed examples of work are not intended to be all-inclusive. They establish a flexible, functional base from which the incumbent operates. They may also be modified with additions, deletions or changes required to obtain organizational goals and objectives.

- Operates and performs corrective and preventative maintenance on equipment including treatment facilities, lift stations, centrifuge, and digester, in order to keep all wastewater system equipment operating efficiently.
- Maintains buildings in a clean, safe and orderly condition. Assists other plant personnel with necessary plant maintenance activities.
- Assures regulatory compliance including laboratory analysis, record keeping and reporting.
- Participates in continuing on-the-job training and safety programs. Recognizes and alerts Wastewater ORC of unusual, improper, or hazardous procedures and conditions.
- Performs laboratory testing of wastewater in various stages of process; performs arithmetic calculations to determine necessary changes in chemical dosage and treatment processes; and adjusts chemical dosages and treatment processes as necessary.
- Assists in the maintenance of the Prohibitive Discharge Program by accomplishing inspections, maintaining records and working with effected customers to assure maximum compliance and understanding in the absence of the person whose main function includes that duty.
- Cleans, paints, and maintains wastewater plant equipment; and performs building, grounds and property maintenance using hand tools and equipment.
- In conjunction with the Wastewater ORC, completes forms for maintenance records and spill reports, prepares written reports for regulatory compliance including data collection for monthly, quarterly, semiannual and annual reporting; inputs data and maintains facility databases in personal computer.
- Operates dump truck and trailers to transport heavy equipment.
- Operates various types of heavy equipment
- This position is required to cross-train with the ORC and must be able to perform all job functions in the absence of the ORC

Education, Training and Experience and Physical Abilities Required for

Position: Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance. Example combinations include:

- Minimum of five (5) years operations/maintenance experience in wastewater utilities or related field required.
- Knowledge of maintenance practices, tools, and equipment used in wastewater treatment, such as pumps, valves, motors, and filters; basic safety practices, including lifting and use of hand and power tools.
- The ability to perform wastewater-related laboratory tests and record keeping related to wastewater treatment and determine proper feed rates and dosages of chemicals used in the treatment process.
- Knowledge and experience in current and new treatment technologies and methods of operation and maintenance procedures which are constantly changing.
- Strong working knowledge of advanced principals of mathematics, hydraulics, chemistry and microbiology.
- Basic knowledge of personal computers.
- General knowledge of plumbing, mechanical, electrical and SCADA systems.
- Works in conditions, with exposure excessive heat, excessive cold, water, mud, excessive noise, high volume traffic, dust and grease. May be exposed to smoke, fumes, gases and various hazardous materials
- Must be able to walk, climb, and smell. Must be able to physically lift at least 50 pounds. Must be able to physically inspect specific aeration ponds, clarifiers, backwash ponds and other related wastewater and collection facilities.
- Must be available to work on-call rotation and be familiar with all District facilities including water plants, wastewater treatment plants, pumping stations, lift stations and all distribution and collection lines.
- Must be available for occasional emergency call-out for water/wastewater main line repairs or other emergency situations.
- Must be willing to perform other job duties as assigned by management, outside of the scope of this particular position, as needed for the overall efficient operation of the District.

Licenses and Certifications:

- Current Colorado Wastewater Operator Certification.
- Possession of a valid Colorado Driver's License upon appointment.

Supplemental Information: Incumbents in these classifications may be exposed to a variety of hazardous and/or unpleasant field conditions, including but not limited to; rainy, cold, or hot weather; poison oak; traffic; exhaust fumes; trash, and exposure to

chemicals. Performing the essential functions of these classifications requires various types of physical exertions, such as bending, stooping, and lifting; walking on uneven terrain, such as road shoulders and creek beds; and driving vehicles and/or equipment for long periods of time. In addition, incumbents in these classifications may be required to work outside normal business hours during declared and localized emergency situations.