

**The City of Marshfield  
Position Description**

**Name:**

**Department:** WWTP

**Position Title:** Assistant Waste Water Plant Operator

**FLSA:** Non-Exempt

**Date:** September 7, 2018

**Reports To:** Chief Operator or  
WWTP Superintendent

**Pre-employment processes**

Reference Check	Criminal Background	Financial Background	Driver's License	Education/License Certification	Drug Screen	Physical
X	X	X	X	X	x	

**Purpose of Position**

The purpose of this position is to assist the Chief Operator in the daily operations of the facility and to maintain compliance with facilities NPDES permit. The work is performed under the supervision of the Chief Operator and WWTP Superintendent.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be constructed as exclusive or all-inclusive. Other duties may be required and assigned by the WWTP Superintendent.**

Proper and safe operation of all facility operations and processes including daily cleaning of processes and equipment.

Operate and maintain the sludge disposal equipment (sludge truck and holding tanks)

Routine maintenance of all laboratory and office equipment including the mowing of plant grounds.

Continuous monitoring of all facility processes , equipment and SCADA.

Conducting the City Pretreatment Program.

Operation and maintenance of collection system video and infra red maintenance equipment and records.

Supervise the daily operations of the plant during the Chief Operators absence to insure continued permit compliance.

Assist the collection crew or other department personnel as may be needed.

Plans, schedules, organizes and directs sewer collection system maintenance and repair operations. Reviews the work of subordinates.

Orders materials, equipment and supplies for maintenance and repair of facility.

Assists in the bidding process for the purchase of equipment, including setting bid specifications.

In absence of Chief Operator and WWTP Superintendent prepare each morning's assignments for the efficient operation of the department.

Operates a variety of equipment, vehicles and tools to perform maintenance and repairs. Monitors equipment/vehicle operations and recommends repairs. Assists with maintenance and repairs.

Participates in on-call rotation and responds to emergencies.

Updates the Geographical Information System (GIS) by editing to show locations of manholes, hydrants, mains, etc. Records GPS locations of water/sewer infrastructure for mapping purposes.

Assists with all facility mechanical or electrical maintenance and repairs, ordering of parts, inventory or supplies and reporting as required.

Assist other department personnel as may be needed including the daily cleanup, process testing, weekend standby, placement or retrieval of samplers, mowing, painting, cleaning or other work as may be needed for the proper operation of the department.

This employee is responsible for the required training to maintain a Missouri Class B Wastewater License.

Other duties as may be assigned.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Provide phone support and purchases supplies.

Cooperate and collaborate with outside agencies on projects.

## **Minimum Training and Experience Required to perform Essential Job Functions**

High school diploma or equivalent, two years wastewater treatment facility operating experience, one year experience in maintaining and installing sewer lines, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Missouri class B commercial driver's license required. State of Missouri D Waste Water Operator Certification is required at time of appointment.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Intrapersonal Communication**

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.

Ability to utilize a wide variety of descriptive data and information such as work orders, process control data, safety regulations, maps, diagrams, inventory reports, vehicle maintenance records, meter cards, equipment maintenance manuals, charts and general operating manuals.

Ability to communicate with customers, contractors and utility employees.

### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals, volumes, ratios and spatial relationships. Ability to interpret basic descriptive statistical reports.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria that are clearly measurable.

### **Physical Requirements**

Ability to operate equipment and processes requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as trucks, tractors, mowers, Jet Vac, backhoe, pumps and motors, plumber's tools, mechanic's tools, shovels, chain saw, shop tools, tapping equipment, cut-off saw and pavement saw. Ability to repair complex equipment and machinery.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

Ability to exert required physical effort to perform moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, intimidation, temperature variations or extremes, odors, toxic agents, noise, vibrations, wetness, machinery, electrical currents, disease and/or dust may cause discomfort and poses a limited risk of injury.

The City of Marshfield 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.