Board of Public Utilities
City of Cheyenne, Wyoming

WASTEWATER TREATMENT PLANT OPERATOR 1

Division: Water Reclamation
Class Code: 4523
Revised Date: May 2018
FLSA Status: Non-Exempt

GENERAL PURPOSE:
Performs a combination of basic, semi-skilled and skilled work in the operation and maintenance of the Water Reclamation (WR) facilities for the Board of Public Utilities (BOPU); monitors, inspects, maintains, and adjusts equipment; collects and analyzes wastewater samples.

DISTINGUISHING CHARACTERISTICS:
The Wastewater Treatment Plant Operator 1 is the trainee classification. Receives immediate direction and guidance from more senior operators and Plant Supervisor; performs routine duties while learning federal, state, and local standards and specific methods and techniques for the operation and maintenance of the Board’s WR facilities; advances to Wastewater Treatment Plant Operator 2 after gaining experience and knowledge, obtaining required certification and demonstrating job proficiency.

PRIMARY DUTIES AND RESPONSIBILITIES:
The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in these classifications, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Keeps the mission, vision and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Operates WR facilities and performs equipment maintenance; performs work in accordance with all quality standards and safety regulations and procedures; duties will vary according to job assignment and skill level.
- Collects and analyzes wastewater samples in order to monitor water quality characteristics; including but not limited to turbidity, pH, temperature and various solids characteristics.
- Monitors Supervisory Control and Data Acquisition (SCADA) process control system gauges, meters, and electronic control panels; monitors and regulates physical, chemical, and biological processes.
- Monitors, maintains, cleans, and adjusts automated and manual equipment such as pumps, compressors, valves, ultraviolet light (UV) disinfection units, and sludge dewatering units according to BOPU policies and procedures.
- Observes operating conditions and reports variations; collects meter readings and operational data; enters data into work logs and database records; reports anomalies and unusual conditions to more senior operators and supervisor.
- Reads and interprets technical manuals, operations and maintenance manuals, and blueprints; makes mathematical calculations and performs tests to determine if processes are outside specifications.
- Maintains work areas, tools, and equipment in safe and orderly condition and in accordance with all safety regulations and procedures; cleans and maintains buildings, equipment, grounds, and property; notifies supervisor of problems beyond scope of authority.
- Operates specialized tools and equipment according to training and skill level.
- Maintains security of WR facilities through regular inspections and monitoring of remote alarm systems.
- Follows and enforces all safety rules and regulations; closely follows verbal and written instructions; mitigates and reports safety hazards, equipment problems, security issues, and emergency situations.
JOB DESCRIPTION
Wastewater Treatment Plant Operator 1

MINIMUM QUALIFICATIONS:
Education and Experience
High School diploma or GED equivalent, including coursework in algebra, and chemistry AND one year of general mechanical and electrical repair and maintenance experience; OR an equivalent combination of education, training, and experience.

Required Licenses and Certifications:
- Valid Driver’s License with good driving history; Commercial Driver’s License (CDL), class B endorsement, valid in Wyoming within 6 months of hire.
- Valid Driver’s License with good driving history.
- Must pass Level 1 Wastewater Systems Operator Certification test from Wyoming Department of Environmental Quality (WDEQ) within one year of hire.
- Depending on the needs of the BOPU other job specific training and certifications may be required.
- CPR/AED Certification.

Basic Knowledge of:
- Federal, state and local laws and regulations governing WR facility operations, including United States Environmental Protection Agency (US EPA) and (WDEQ) standards.
- Federal, state and local safety rules and regulations; Occupational Safety and Health Administration (OSHA) requirements, safe work practices and safety precautions in a treatment plant environment.
- OSHA Material Safety Data Sheets (MSDS) for hazardous and non-hazardous chemicals in the work place.
- BOPU and Division policies and procedures.
- Principles, methods, materials, tools, and equipment used in operation and maintenance of WR facilities.
- Methods, practices, standards and specifications required for compliance with WDEQ regulations.
- Understanding of process control theory and practical application to Board treatment processes.
- General and specialized tools and equipment used in operation and maintenance of WR facilities.
- Personal computers and related software.

Basic Skill in:
- Performing maintenance and repair work on mechanical and electrical equipment.
- Maintaining tools and equipment.
- Making routine operating adjustments and repairs to assigned equipment.
- Identifying unsafe conditions and mechanical problems.
- Interpreting and applying technical standards and principles.
- Reading and interpreting gauges, SCADA screens and recording devices.
- Using general and specialized tools and equipment to perform electrical and mechanical repair and servicing tasks.
- Making algebraic calculations.
- Performing laboratory tests.
- Following safe work practices.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relationships with co-workers, customers, and the general public.
- Effective verbal and written communications.
- Operating a personal computer utilizing a variety of standard and technical software.
JOB DESCRIPTION
Wastewater Treatment Plant Operator 1

Working Conditions:

Work Environment: Works shifts (days/evenings/nights), weekends and holidays; position is classified as Essential for Emergency Response and therefore is required to work overtime, on-call and call-back duty to respond to emergencies as requested; work is performed at WR facilities; exposure to safety hazards and dangerous tools and equipment, including water-borne diseases and other biological hazards associated with working in or around raw sewage; works near high-voltage equipment; exposure to a variety of combustible, corrosive and toxic chemicals, and gasses such as, methane, carbon dioxide, hydrogen sulfide, acids, various polymers, alum (aluminum sulfate), sodium hypochlorite and caustics; work is performed indoors and outdoors with exposure to all weather conditions (hot, cold, wet, humid); portions of the plant are hot and may contain offensive odors; confined space entry may be required; plant surfaces can be wet, slippery, and may have open grates.

Physical Demands: Moderate physical work requiring ability to stand 20%, walk 60% and sit 20% of the time; occasionally the following requirements are needed: Floor-to-waist lift up to 65 pounds to remove and install gates, lift covers, and polymer bags; two-person-lift up to 147 pounds to lift covers in south primary clarifiers; two-handed-carry up to 51 pounds to lift polymer bags; one-handed-carry up to 31# to carry sample totes and auto samplers; pushing/pulling up to 167 pounds to move bins and open valves; overhead work in standing position is performed when inserting clevis on the debris bin to lift with hoist; Lowered work in a standing or stooping position is performed when maintaining pumps or motors, collecting samples, paddling scum, cleaning weirs, cleaning brushes in rag machine, and cleaning conveyor belts; kneeling and crawling are required on occasion; manual dexterity is required to operate equipment components; squatting to collect samples and for cleaning; climbing stairs and ladders to gain access in and out of buildings and structures; repetitive trunk rotation in standing position to run samples, paddle scum, clean weirs, use weed eater, and shovel snow; balance is required for leaning over fences, and walking on uneven and occasional icy terrain; frequently required to repetitively move arms to open and close valves, grease centrifuge, paddle scum, and during cleaning activities; specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and ability to adjust focus; frequently required to use hands and fingers to handle objects, operate controls and equipment, and to operate a computer and keyboard, constantly required to hear equipment operation and ordinary conversations and to verbally communicate with other staff.
All Wastewater Treatment Plant Operators must obtain and maintain Certification through the Wyoming Department of Environmental Quality as follows:

**Level 1 Wastewater Systems Operator Certification**
- Must pass Level 1 Wastewater Systems Operator certification test from Wyoming Department of Environmental Quality within one year of being hired as a Wastewater Treatment Plant Operator.

**Level 2 Wastewater Treatment Plant Operator Certification**
- Must pass Level 2 Wastewater Treatment Plant Operator certification test from Wyoming Department of Environmental Quality within two years of being hired as a Wastewater Treatment Plant Operator OR within one year of being hired as a Wastewater Treatment Plant Operator and incumbent holds a Wyoming Level 1 Wastewater Systems Operator Certification.

**Level 3 Wastewater Treatment Plant Operator Certification**
- Must pass Level 3 Wastewater Treatment Plant Operator Certification test from Wyoming Department of Environmental Quality within three years and six months of being hired as a Wastewater Treatment Plant Operator OR within one year and six months of being hired as a Wastewater Treatment Plant Operator and incumbent holds a Wyoming Level 2 Wastewater Treatment Plant Operator Certification.

**Level 4 Wastewater Treatment Plant Operator Certification**
- Must pass Level 4 Wastewater Treatment Plant Operator Certification test from Wyoming Department of Environmental Quality within five years and six months of being hired as a Wastewater Treatment Plant Operator OR within two years of being hired as a Wastewater Treatment Plant Operator and incumbent holds a Wyoming Level 3 Wastewater Treatment Plant Operator Certification.

I acknowledge receipt of my Job Description and Certification requirements for my position as a Wastewater Treatment Plant Operator for the Board of Public Utilities, Water Reclamation Division. I understand that I am responsible for acquiring and maintaining all required certifications while employed as a Wastewater Treatment Plant Operator.

_________________________________________________  ______________________________________
Employee                                                                                      Date

_________________________________________________  ______________________________________
Supervisor                                                                                     Date