

City of Cornelia, Georgia Position Description			
Water Pollution Control Plant Operator			
DEPARTMENT	DIVISION	SUPERVISOR	CLASSIFICATION
Utilities	Wastewater Treatment Plant	Wastewater Plant Manager	Full-Time, Non- Union, Technical

DEFINITION:

Under direct supervision of the Water Pollution Control Plant Manager, performs skilled work in the operations and maintenance of the wastewater plant, industrial pre-treatment program and FOG program. Under general direction assists with and conducts laboratory testing involved in control and treatment of wastewater, industrial pretreatment program, FOG program and environmental control testing. Those designated may oversee part-time, seasonal, or full-time employees in the same or lower classifications.

JOB LOCATION:

The Wastewater Operator is required to report to the Water Pollution Control Plant and have the mobility and agility to perform assigned work as required. When necessary, the operator may need to perform testing offsite at lift stations, manholes, creeks, industries and food establishments.

GENERAL DUTIES (LABORER/OPERATOR TRAINEE):

- Attendance during regular scheduled work hours.
- Operate machinery in the plant such as dump trucks, tractors, backhoe, lift jacks, forklifts, chain saws, weed eaters, mowers, power driven equipment and etc.
- Practice general “house cleaning” duties such as sweep, mop, dust, take out trash, keep bathrooms clean and etc.
- Practice general upkeep of the grounds such as mowing, weed eating, bushhogging, trimming trees and bushes, pressure washing, painting, wash down areas of need and etc.
- Organize and keep work areas and buildings neat and clean.
- Scrub Clarifiers, disk filters, chlorine contact chamber and clean grit chamber.
- Ability to perform manual labor and lifting of up to 75lbs.
- Basic mechanical aptitude.
- Knowledge of basic first aid.
- Ability to use a personal computer.

CLASS 3 OPERATOR LICENSE DUTIES:

- Perform and complete daily plant check sheets.
- Collect samples and perform basic laboratory tests in the field and lab such as: PH, DO, OUR, TSS,

TRC, Alkalinity and read back BOD test results.

- Operate belt press, collect solids % cake sample and analyze. Keep Belt press area clean.
- Adjust plant operations as needed such as: RAS rates, WAS rates, chemical feed rates, flow rates, waste primary and secondary sludge.
- Record accurately and timely on bench sheets, logbooks and plant process control sheets
- Communicate effectively, respectfully and interact with the public, interdepartmental agencies, Plant Manager, other wastewater plant employees and all agencies regarding the plant and the City of Cornelia.
- Perform all general duties as well.

CLASS 2 OPERATOR LICENSE DUTIES:

- Ability to perform all wastewater laboratory tests required to perform process control and regulatory reporting such as: BOD, Ammonia, Phosphorous, Nitrate, Nitrite, Fecal Coliform and etc.
- Ability to enter data into spreadsheets, assess and determine RAS and WAS rates, chemical feed rates, flow rates.
- Plan and requisition of parts, chemicals and supplies needed for the plant operation.
- Become familiarized with the Plant Antero Maintenance program. Perform preventive, corrective and planned maintenance.
- Inspect and sample food establishments grease traps.
- Able to perform all general and class 3 operator duties.
- Responsible for performing DMR/QA compliance testing for state laboratory license.

CLASS 1 OPERATOR LICENSE DUTIES:

- Ability to assist the Plant Manager in analyzing potential problems with plant process and equipment including performing complex laboratory tests and assimilating data results to resolve the issues.
- Create spreadsheets and enter data with the ability to create graphs and charts for plotting of plant process for quality control purposes.
- Stays in direct contact with the Plant Manager with regards to the daily operations of the plant.
- In charge of setting up, entering data and producing work orders from the Antero Maintenance program.
- Responsible for communicating with grease trap company to ensure grease traps are properly maintained. Responsible for receiving pictures and manifest each month and kept on file.
- Able to perform all general, class 3 and class 2 duties.
- In the absence of the Plant Manager can perform necessary duties to operate and maintain the plant in compliance until his return.

ADDITIONAL FUNCTIONS OF THE JOB:

- Perform all other tasks given that benefits both the wastewater plant and City of Cornelia as a whole.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of chemistry and biology as it applies to the treatment of wastewater, water and industrial waste.
- Standard knowledge of procedures and tests in sampling of wastewater, water and industrial waste.
- Ability to maintain effective working relationships and a healthy work environment.
- Knowledge of the occupational hazards and safety precautions necessary in the operation of the wastewater plant.

MINIMUM QUALIFICATIONS:

- Must possess a high school diploma or GED.
- Must possess a valid Georgia driver's license.

PREFERRED QUALIFICATIONS:

- Possession of a valid State of Georgia Class B Commercial driver's license.
- College or technical college level courses in chemistry, biology or environmental science of at least 20 credit hours.

CONDITIONS OF EMPLOYMENT:

Must possess or obtain a valid State of Georgia Class III (3) Biological Wastewater Treatment Plant Operator License or State of Georgia Laboratory Analyst License within eighteen (18) months of employment. Satisfactory completion of background examination, physical examination, and drug/alcohol testing. Must comply with organizational and departmental policies.

WORK SCHEDULE:

Working hours are flexible, Monday through Friday, 40 hours per week, with some weekends as needed. Overtime hours may be required from time to time as necessary and regular work hours may need to be shifted to meet the operational needs of the plant. Must be available for emergency work.