



CITY OF BRANSON - POSITION DESCRIPTION

PLANT OPERATOR TRAINEE – Wastewater Treatment

Grade: 13C
FLSA Status: Non-Exempt
Department: Utilities

POSITION SUMMARY: The Plant Operator Trainee –Wastewater Treatment is responsible for assistance with maintenance and repair work and plant operations under the oversight and guidance of certified operations personnel at wastewater treatment plants and sewer lift stations. Additionally, the incumbent in this position must do all work necessary to become a Plant Operator I. This position is supervised by a Division Supervisor or Division Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Requires a regular and consistent physical presence in a City of Branson wastewater treatment facility or in a location as assigned for training. The duties include the following:

1. Behaves in a manner that promotes a productive, healthy, safe and positive work environment by:
 - a. Depicting trustworthiness through integrity, truthfulness, consistency and honesty, and while protecting confidential information as necessary;
 - b. Creating and maintaining positive relationships at all levels by treating others with courtesy, respect and in a conflict-free professional manner, and believing the best in others;
 - c. Taking into consideration the effects on others, on costs, and on intended outcomes of decisions and actions taken;
 - d. Upholding the public trust by being safe, enforcing safety, and working promptly, diligently and with a focus on quality;
 - e. Showing impartiality and equity toward others, and not using job responsibilities to provide nor elicit special favors, and by not making promises that conflict with job duties and responsibilities;
 - f. Adhering to all policies, laws and regulations as applicable to the role and to being a citizen.
2. Follows the legal and ethical direction of the Division Supervisor or Division Manager, or Lead Operators as assigned.
3. Maintains safety practices in coordination with supervision and the Safety Officer; in order to ensure that proper safety techniques and equipment are being utilized.
4. Attends scheduled training courses and works with experienced operations and maintenance staff for the purpose of gaining knowledge and understanding of wastewater treatment in order to become qualified to perform the duties of a certified wastewater plant operator.
5. Collects samples as necessary on groundwater, wastewater plant influent and effluent, sludge and lake samples, trains on and may perform various analysis of those samples.

6. Accurately and consistently records results onto daily report logs for process control.
7. Uses computers, computer programs and computer software to perform duties of wastewater treatment and monitors wastewater treatment plants and sewer lift stations by SCADA computer systems. Reports alarms to appropriate personnel.
8. Assists in the performance of physical checks of treatment facilities and sewer lift stations.
9. Assists with operations and performs preventative maintenance and repairs on a wide variety of pumps, motors, air compressors, piping, mixers, blowers, chemical feed equipment, gear boxes, filters and other treatment process equipment.
10. Performs daily and weekly function testing and inspection, according to City standards, of sewer lift station equipment including pumps, motors, backup emergency generators, alarm systems, odor control units, air compressors, level sensing and control equipment.
11. Replaces worn parts such as bearings, wear rings, seals, sleeves and other components as necessary.
12. Trains in the changing of gas chlorine and sulfur dioxide cylinders using self-contained breathing apparatus.
13. Assists operations personnel with changes in treatment processes and adjustments to chemical feed rates based on laboratory data.
14. Cleans plant to maintain a sanitary working environment.
15. Maintains facility grounds as assigned.
16. Operates dump trucks as assigned to transport dewatered BioSolids.
17. Other duties as assigned by the Division Supervisor or Division Manager.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO OBTAIN THROUGH TRAINING

- Knowledge of safety practices.
- Knowledge of laboratory equipment, terminology, and standard laboratory procedures.
- Knowledge of maintenance procedures and the ability to apply them.
- Knowledge of work and chemical hazards and ability to take necessary safety precautions in performing assigned duties and use of tools and equipment.
- Knowledge of wastewater treatment processes, biological treatment principles, practices and regulations.
- Knowledge of the principles of hydraulics and electricity.
- Knowledge of computers, radio monitoring, and telemetry systems.
- Ability to calibrate, use and maintain laboratory analysis equipment.
- Ability to adjust wastewater treatment processes to comply with Federal and State regulations.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.
- Ability to use or repair equipment at sewer lift stations and wastewater plants.
- Ability to use small office equipment, including copy machines or telephone systems.
- Ability to use various types of computer software (including Microsoft Office) and hardware.
- Ability to use technical computer applications.

PHYSICAL DEMANDS

The physical demands which follow are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk, see, smell and hear. The employee must be able to lift and/or move up to (60) pounds on a regular basis and up to one-hundred (100) pounds on an occasional basis, with specialized equipment or assistance; must meet all determined physical capability examination requirements for the position. Specific vision abilities required by this position include close vision, distance vision, color perception, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this position, the employee is frequently exposed to outside weather conditions; moving mechanical parts, confined spaces and risk of electrical shock. On occasion, the employee may be subjected to high, precarious places; tight claustrophobic spaces; fumes or airborne particles; blood borne pathogens; toxic or caustic chemicals. The noise level in the work environment ranges from low to high dependent upon work responsibilities.

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age.
- High School graduate or GED equivalent required.
- One year of relevant work experience preferred; or equivalent combination of education and experience preferred.
- Possession of a Class "D" Missouri Wastewater Treatment Certification of Competency within 18 months of hire date.
- Possession of a valid Motor Vehicle Operator's license required.
- Possession of a Class B Commercial Driver's License with Air Brake endorsement within 12 months of hire date.
- Additional licenses or certifications may be required for this position.
- Must be able to pass a background investigation and drug and alcohol screenings.
- Must be able to pass required physical capability examinations for the position.
- National Career Readiness Certificate preferred, but not required.