

SHEFFIELD UTILITIES

POSITION DESCRIPTION

FOR

WATER and/or WASTEWATER PLANT OPERATOR

DEPARTMENT _____ **ELECTRIC**
 _____ **GAS**
 X **WATER**
 X **WASTEWATER**

COST CENTER 700 **MAJOR**
 720 **SPECIFIC**
 750 **SPECIFIC**

DATE	APPROVED BY
ORIG. DATE	
Last Revision	8/06/07; 8/03/16; 8/16/17

REPORTS TO: Chief Operator

DIRECTS: Operator Helper

ESSENTIAL QUALIFICATIONS:

EDUCATION: High school diploma (or GED) with successful completion of one year of Chemistry and one year of high school Algebra. Must have a Grade IV Water Certificate and/or Grade IV Wastewater Certificate.

EXPERIENCE: Two (2) years of Biological Wastewater Treatment and/or two (2) years of Surface Water Treatment.

PHYSICAL DEMANDS:

PHYSICAL: The following is a detailed summary of physical demand requirements of the job **Chief Operator:**

1. The ability to lift, carry and use light to medium work classification tools and materials. Tools lifted include hand tools and power tools.
2. The ability to climb ladders and stairs and perform work from heights.
3. The ability to operate motor vehicles and heavy equipment.
4. The ability to safely operate lawn mowers, weed eaters, and spray equipment.
5. The ability to work long hours.
6. Be able to work in extreme weather conditions.
7. Ability to handle 55 gal drums (500 lbs.) up an incline using hand trucks.
8. Ability to lift and handle bags of chemicals (50 lbs.)
9. The ability to enter and exit confined spaces.
10. The ability to enter and exit Sewer Lift Stations (35 feet).

11. The ability to handle contact with raw sewage.
12. The ability to handle 2-inch, 4-inch, 6-inch high pressure hoses for basin washings.

The following list the essential physical demands required to complete the activities listed in number 1 and 2 under PHYSICAL.

LIFT: Floor to waist on occasional basis in the MEDIUM to HEAVY work classification.
Waist to shoulder on occasional basis in the MEDIUM to HEAVY work classification.
Shoulder to overhead on occasional basis in the MEDIUM work classification.

CARRY: carrying tasks requires frequent to occasional carrying of items in the LIGHT level work.

PUSHING: requires the ability to push in the LIGHT-MEDIUM work classification on occasional basis.

PULLING: requires the ability to push in the HEAVY work classification on occasional basis (objects, tools, chain hoists).

STANDING: frequent to continuous basis required.

SITTING: occasional to frequent basis required.

WALKING: frequent to continuous basis.

SQUATTING: occasional basis

KNEELING: occasional basis

SUSTAINED KNEELING/CROUCHING: occasional basis.

BALANCE: requires good balance for ambulation on uneven ground, inclines, declines elevated heights.

LADDER CLIMBING: Daily basis.

STAIR CLIMBING: Daily basis.

OVERHEAD REACHING: occasional basis, occasions when lifting or pushing.

REPETITIVE HAND USE (includes torque with various hand tools and high pressure water hoses): frequent to continuous basis.

KNOWLEDGE, ABILITIES, AND SKILLS:

1. Thorough knowledge of the Safe Drinking Water Act.
2. Thorough knowledge of the requirements of the National Pollutant Discharge Elimination System Permit.

3. Thorough knowledge of the Operations of Sheffield Utilities Water and Wastewater Treatment Plants.
4. Ability to assign duties of subordinate personnel.
5. Ability to support and adhere to Sheffield Utilities Core Values is essential to this position.
6. Hold a valid State of Alabama Commercial Drivers License, Class B.
7. Hold a valid State of Alabama Operator Certification Grade IV Water and Grade IV Wastewater.
8. Ability to maintain an effective working relationship with other employees and the public.
9. Ability to compile data for reports.
10. Ability to compute chemical feed rates.
11. Ability and desire to acquire the knowledge of the ever-changing Water and Wastewater industry.
12. Computer Knowledge: Word, Excel, Email, Internet

ADDITIONAL DESIRABLE QUALIFICATIONS:

1. Associate Degree in Water and Wastewater Management Technologies.
2. Experience in Biological Wastewater Treatment and/or Surface Water Treatment.
3. Four year B.S. Degree in the Sciences.

GENERAL DESCRIPTION OF POSITION

Meets all the ADEM requirements to operate both Sheffield's Water and Wastewater Plants. Performs the necessary duties to efficiently operate the Water and Wastewater Plants within the rules and regulations of the Department and other governing agencies.

WORK ENVIRONMENT:

1. Handling of hazardous chemicals and gases.
2. Entering hazardous confined spaces.
3. Capable of working safely around mechanical and electrical equipment.
4. Capable of safely working in hazardous confined spaces.

RESIDENCY: Must abide by the Residency Policy of Sheffield Utilities.

OTHER:

1. The ability to orally communicate by phone or radio and person to person in the English language.
2. The ability to see, read, comprehend, and complete time sheets, make written notes, write reports, read drawings, etc. in the English language.
3. Have an operating residential telephone. The number must be provided and kept current with the General Manager's office.

NATURE & SCOPE OF RELATIONSHIPS

INSIDE COMPANY:

Other Departmental Personnel: Obtaining assistance from other crafts as needed to maintain Plant efficiency.

PUBLIC:

Represent the Utilities Department in a professional manner at all times. Work with the public to ensure a safe and reliable product is being delivered.

TYPICAL ACTIVITIES PERFORMED BY THE POSITION:

1. Keep daily operational forms complete.
2. Collect samples for various analyses.
3. Perform laboratory analysis on various samples.
4. Change oil in motors and gear boxes and grease other machinery.
5. Replace packing and seals in pumps.
6. Wash clarifiers and pump sludge pits.
7. Make repairs to equipment and other facilities.
8. Check pump stations for proper operations.
9. Make adjustments to equipment and chemical feeders.
10. Make repairs to pipe and equipment in wet wells.
11. Handle hazardous chemicals and gases.
12. Cut grass around plants and pump stations.
13. Perform housekeeping chores in areas of responsibility.
14. The ability to orally communicate by phone or radio, and person to person in the English language.
15. The ability to see, read, and comprehend written material/drawings in the English language.
16. The ability to complete time sheets, make written notes on work orders, complete material requisitions, etc., using the English language.
17. Perform other duties as may be assigned in order to fulfill the responsibility of keeping the plants operating efficiently and to expand his/her knowledge.

This position description provides an overview of the referenced position but the job is not limited by this description. In other words, the individual performing this job may be called upon to perform other duties not listed here at any time as directed by Management of Sheffield Utilities.