

POSITION DESCRIPTION

Wastewater Treatment Plant Operator

Department:	Public Works
Division:	Wastewater Treatment Plant
Grade:	14
Bargaining Unit:	UAW – WWTP
FLSA Status:	Non-Exempt
Reports To:	Operations Supervisor; Superintendent
Date:	November 2025

General Purpose

Under general supervision, this position performs work in the operation of wastewater treatment facilities and systems, including monitoring and operating equipment, collecting samples and recording sample statistical data.

Complexity

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

Responsibility

Supervision

General supervision is provided while performing the normal duties of this job.

This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member.

Impact

While performing the normal duties of this job, this position's work product or services affect the accuracy, reliability, or acceptability of further processes or services.

Job Duties or Essential Functions

The essential functions of the position include, but are not limited to the following:

- Monitors the performance of the treatment plant's equipment, including gauges and charts, and pump stations. Records statistical data related to the plant operations.
- Maintains and operates equipment and makes adjustments as needed to meet report standards.
- Reports operational issues and safety concerns to the Operations Supervisor or Superintendent and develops solutions to correct the issue.
- Collects and analyzes samples that identify concentrations of chemicals, and physical or biological characteristics of wastewater; records sample statistical data; and ensures sample data is in compliance with local, state and federal regulations.

- Disposes hazardous waste generated by the lab.
- Ensures the wastewater plant operates within required local, state and federal standards.
- Inspects buildings and mechanical equipment.
- Operates and maintains sewage pump stations, including the pumps and valves that control and adjust the flow and treatment process.
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Minimum Qualifications

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

Associate's Degree or equivalent training at a technical or vocational school with a focus on Wastewater Technology or related field.

Experience

Two (2) years of experience in wastewater.

Trainings, Certificates and Licenses

- Class B Wastewater Operator License
- Commercial Driver's License with Air Brake Tanker Endorsement

Desired Qualifications

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

Associate's Degree or equivalent training at a technical or vocational school with a focus on Wastewater Treatment or related field.

Experience

Two (2) years of experience in wastewater.

Trainings, Certificates and Licenses

- Class B Wastewater Operator License
- Commercial Driver's License with Air Brake Tanker Endorsement

Required Physical Abilities and Work Conditions

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may occasionally kneel, crouch, squat, reach above shoulder level, sit, carry up to 50 lbs., feel, and talk; frequently climb, balance, bend/stoop, stand, walk, push/pull and lift up to 25 lbs., and finger/enter data/keystroke; and continuously hear and smell.

While performing the duties of this job, this position will use close, far, depth perception, visual acuteness, color and peripheral vision.

While performing the duties of this job, this position will use their right and left hand for firm handling or grasping and fine handling or manipulation.

While performing the duties of this job, this position will use their right foot for repetitive movements.

Surroundings

While performing the duties of this job, this position will experience exposure to inside and outside environmental conditions, noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, working in narrow aisles or passageways, work around moving mechanical parts, extreme hot and cold and infectious diseases.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.