

## City of Gardner Position Description

### PLANT OPERATOR - WASTEWATER

*Position Title:* Plant Operator - Wastewater  
*Department:* Utility  
*Reports To:* Plant Superintendent - Wastewater  
*Salary Range:* 3  
*FLSA Status:* Non-Exempt (eligible for overtime pay)  
*Last Update:* December 20, 2021

#### **Job Summary:**

The Plant Operator (Wastewater) performs skilled and specialized work in the operation and maintenance of the City of Gardner's wastewater plants, lift stations, and other related structures and equipment.

#### **Job Scope:**

The Plant Operator (Wastewater) maintains a Class I Wastewater Plant Operator certification from the State of Kansas. This employee works with a degree of independence in judgments and actions. This employee may be required to work weekends and/or shift work. This employee reports to the Plant Superintendent (Wastewater).

#### **Essential Duties and Responsibilities:**

- Maintains operation of wastewater treatment plants, pumps, basins, clarifiers, filters, RBC's, lift stations, controls and other related equipment and structures used to treat wastewater;
- Collects and processes samples for testing to determine the needs to operate plants and to meet the discharge permit requirements as specified by KDHE;
- Maintains, collects, and reports all required data needed to meet KDHE requirements.
- Prepares log sheets and maintenance records, takes readings, changes charts and prepares written documents relating to maintenance and operation;
- Reads and understands O&M manuals, schematics and drawings relating to wastewater treatment facilities;
- Reviews and participates in the needs for operation, maintenance and expansion of wastewater treatment plants and lift stations;
- Performs preventative maintenance needed to operate and maintain all equipment and structures used in wastewater treatment;
- Assists in making repairs to all essential operating equipment and minor repairs to buildings and grounds, mows and maintains grounds;
- Performs building and equipment repairs, including electrical repairs and troubleshooting on circuits up to 480 volts.
- Performs other related duties as deemed necessary or as required.

#### **Education, Certification and Experience Requirements:**

High school diploma or GED is required. A fully skilled individual will hold a Class II or III Wastewater Plant Operator certification from the State of Kansas with a minimum of one (1) year experience in operation and maintenance of a Class III wastewater treatment plant and lift stations. A minimum of a Class II Plant Operator certification is preferred, or the ability to obtain a Class II within one (1) year of employment or any equivalent combination of training and experience that provides the required knowledge, ability, and skill. Requires the possession of a valid driver's license and a good driving record.

#### **Skills, Knowledge and Abilities:**

Knowledge of the principals and practices, materials and equipment, controls and chemical treatments used in the treatment of wastewater. Knowledge in the use of equipment, electric controls and tools needed to operate and maintain wastewater treatment plants and lift stations. Skill and knowledge of computers and software relating to records and reports, operations and maintenance of wastewater treatment facilities. Ability to prepare written reports and perform required testing activities. Knowledge in preparing solutions for collection of samples for chemical analysis. Ability to perform physical labor in varied climate and work conditions. Knowledge of chemicals and their use in wastewater treatment. Knowledge of State and Federal regulations relating to wastewater treatment. Ability to communicate clearly and concisely, orally and in writing, and maintain effective working relationships with superiors, other employees, city officials, outside agencies, and the general public.

**Tools and Equipment Used:**

Automobiles, pick-up trucks, self-propelled tractor-mowers, pumps, motors, lifting equipment, hand tools, and personal computer.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be capable to negotiate rough terrain on foot to access maintenance problems. Must be capable to operate a variety of motorized equipment. In accordance with the Department of Labor guidelines must be capable of occasionally lifting 50-100 lb. in confined space during execution of duties. Must be capable of exerting 25-50 pounds frequently and 10-20 pounds consistently. Requires mobility to complete errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned. Must be able to work at heights well above ground level.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, this position functions primarily on a job site. Manual labor is required. Adverse weather conditions including prolonged exposure to temperature and precipitation extremes are a factor, as is exposure to fuels, exhaust, chemicals and hazardous implements and equipment.

**Selection Guidelines:**

Formal application, rating of education and experience; and successful completion of oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments may be required.

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*The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.*

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.