



## **Wastewater Treatment Plant Operator-Trainee**

### **General Description**

This position performs skilled work in the operation of the Wastewater Treatment Plant, including, but not limited to the collection and control of flow, laboratory analysis, and the processing and discharge of effluent.

### **Essential Job Functions**

- Controls biological processing and wastewater flow and observes influent for abnormalities in order, color, septicity, etc. and high/low water flows.
- Performs a variety of daily tasks including, but not limited to, cleaning screens, recording pressure readings and elapsed equipment running time, measuring and recording sludge blankets, and conducting routine and preventative maintenance and repair of equipment, building, and grounds, and daily routine cleaning.
- Checks pumps, valves, and electric motors for operational efficiency.
- Adjusts chemical feed rates, flow distribution, and air flow and replenishes chemical supplies, etc. as dictated by laboratory data and operational conditions.
- Assists in the interpretation of laboratory data to determine the best possible operational conditions to product a quality effluent.
- Participates in the removal of sludge, which involves the operation of the belt filter presses for sludge dewatering, driving a heavy truck and agricultural equipment for sludge disposal, record keeping and complying with State requirements for safe sludge disposal.
- Performs skilled water pollution control laboratory testing and analysis, collects samples and identifies concentrations of chemical physical or biological characteristics, and gathers and tests wastewater samples for plant efficiency reports in accordance with Local, State, and Federal requirements.
- Trains to assist in the control of the Wastewater Treatment Plant Septage Facility, which includes the receiving and disposal of septage, monitoring of septage, and maintenance of related equipment.
- Trains non-certified operators in acceptable laboratory methods and procedures, safe work practices, and plant operating procedures.
- Interfaces with the Treatment Plant computer operated Supervisory Control and Data Acquisition (SCADA) software program as well as programmable logic controller (PLC) controlled panels for a variety of treatment works equipment.
- Serves as a member of various employee committees as assigned.
- Keeps supervisor informed of unusual or detrimental conditions including equipment malfunctions and/or other problems.
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- Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature.
- Performs other related job duties as assigned.

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

- Knowledge of the methods, procedures and policies of the City as such pertains to the performance of the essential duties of Wastewater Treatment Plant Operator.
- Knowledge of principles and practices of operation, maintenance and repair of wastewater treatment facility equipment.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position.
- Knowledge of the organization of the department, and of related departments and agencies.
- Knowledge and understanding of the occupational hazards and safety precautions required to perform the essential functions of the work.
- Knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities.
- Knowledge of how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.
- Ability to calculate, compute, summate, and/or tabulate data and/or information.
- Ability to perform subsequent actions in relation to these computational operations.
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of descriptive data and information, such as operational, maintenance, and training manuals.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership.
- Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

### **Education and Experience**

High School diploma or GED and one year experience; or any equivalent combination of education, training, and experience.

### **Special Qualifications**

Valid Commonwealth of Virginia driver's license. Possession of a CDL license or the ability to obtain.

### **Certifications and Requirements**

The schedule below indicates the required certification ladder for continued employment with the City unless an extension is granted per criteria identified in Operator licensing requirements. Salary adjustments are delivered for each phase of career development and licenses are issued by the Virginia Department of Professional Occupation and Regulation.

**Waste Water Operator 4** – Hired employees (Waste Water Treatment trainee) must possess or acquire a Class 4 Waste Water Operator license through the Commonwealth of VA within the first 18 months of being employed.

**Waste Water Operator 3** - employees must possess or acquire a Class 3 Waste Water Operator license through the Commonwealth of VA within 18 months of being eligible to take the exam after receiving their WO-4 license or being hired by the City.

### **Optional Certification-with Additional Pay Incentive**

**Waste Water Operator 2** – employees must possess or acquire a Class 2 Waste Water Operator license through the Commonwealth of VA within 18 months of being eligible to take the exam after receiving their WO-3 license or being hired by the City.

**Waste Water Operator 1** - employees may possess or acquire a Class 1 Waste Water Operator license through the Commonwealth of VA.

The employee is allowed to take the exam as many times as is necessary to pass within the timeframes listed above. It is feasible that an employee could re-schedule and re-take a failed exam on a weekly basis to provide ample opportunity to pass the exam within the timeframe. The City will pay for the employee to take any level of exam a maximum of three (3) times. If the exam is not passed on the third attempt, the employee will be responsible for paying the fees associated with taking the exam each additional attempt until the employee either passes or runs out of the time allotted. Once a level is reached, the employee is required to maintain those certifications.

### **Additional Requirements**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Fingering: picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers
- Standing: particularly for sustained periods of time.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.
- Walking: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.