

**TOWN OF MULBERRY  
JOB DESCRIPTION**

**JOB TITLE: Water/Wastewater Plant Operator**

**FLSA Status: Non-Exempt**

**Effective Date:**

**Reports To: Superintendent, Town Utilities and Facilities**

The intent of this description is to provide a representative summary of the essential duties and responsibilities performed by employees on this job. Employees may be required or assigned other related activities, projects, or tasks other than those specifically presented in this description. The qualifications are representative of the knowledge, skill and/or ability needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**GENERAL SUMMARY**

The purpose of this position is to perform specialized work functions associated with the Town's facilities, water and wastewater treatment plant operations and overall maintenance in order to protect the Town's environment and to ensure a continuous, adequate supply of potable drinking water while meeting federal and state regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Operates treatment plant equipment in compliance with applicable federal, state and local codes, laws, rules, regulations, standards, policies and procedures; maintains NPDES discharge limits.

Performs a variety of physical, chemical and bacteriological tests to determine the chemical composition of water, to control quality and to ensure compliance with federal and state regulations for pH, makes adjustments as necessary.

Adds chemicals to water supply and monitors chemical feeds for proper levels; adjusts feed rates as, appropriate.

Performs various maintenance and repair tasks related to plant operations, which may include inspecting and testing equipment, repairing pumps and motors, repairing and cleaning wells, repairing valves, changing chlorine tanks, fitting pipes, troubleshooting circuits, replacing fuses, clearing plumbing lines, welding metal components, painting buildings and equipment and mowing and cutting grass and weeds.

Operates or monitors audiovisual alarm equipment; conducts visual plant inspections and monitors operations of computerized, mechanical and electrical equipment for safety, maintenance and proper process operations; detects equipment failures, potential leaks or other problem situations; makes adjustments as appropriate; reports problem situations.

Collects water and wastewater samples and conducts daily operational control tests; collects daily samples for testing by laboratory.

Performs in-house testing of water and wastewater samples to ensure appropriate levels.

Performs general cleaning and maintenance tasks necessary to keep buildings, vehicles, equipment and tools in operable condition, including inspecting equipment, checking and replacing fluids, greasing equipment, replacing parts and cleaning equipment, shop and work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors and inspects plant equipment and operations for safety, maintenance and proper process operations; makes adjustments as appropriate; reports problem situations.

Performs various semi-skilled and manual work tasks associated with department operations, which may include pumping cleaning and bleaching tanks, skimming tanks, cleaning probes, changing drums and cylinders, performing digester transfers, hosing floors and bays, adjusting aeration tanks, maintaining chemical feeds and maintaining and adjusting return flows.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals; follows "lock-out, tag-out" safety procedures when working on equipment.

Transports, loads and unloads various equipment and materials used in projects.

Maintains awareness of new trends and advances in the field; attends workshops and training sessions as appropriate.

Maintains inventory of equipment, tools, chemicals and supplies; initiates orders for new or replacement materials; scans moveable and fixed asset inventory items; conducts annual inventory counts.

Takes readings from assorted meters and gauges; reads, interprets and records data.

Maintains logs and records of test results, meter readings, chemical applications and other data; compiles data and submits reports in compliance with applicable guidelines.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

Aids other employees or departments as needed.

Performs other duties as required.

### **KEY PERFORMANCE STANDARDS**

Performs all duties and responsibilities with quality and in compliance with OSHA and IOSHA standards.

Maintains positive attitude and cooperates with co-workers, management, and residents.

Arrives to work on time and works diligently throughout the day.

Ensures all equipment is safe to use prior to operating.

Operates all equipment in a safe manner.

Meets customer service standards established by Superintendent.

Ensures all correspondence and forms follow Town guidelines, are accurate, and free from errors.

Demonstrates the ability to effectively communicate orally with co-workers and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Demonstrates the ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Demonstrates the ability to occasionally work extended, weekend and / or evening hours.

Demonstrates the ability to respond swiftly, rationally and decisively to emergency situations.

**Qualifications:**

High school diploma or GED; up to 1-year previous experience and/or training involving equipment operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Licensing and Certifications:**

Must possess and, maintain a valid Indiana Driver's License. Commercial Driver's License (CDL) is preferred.

**ADA Compliance:**

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations and the physical ability to work outdoors in a variety of natural terrains and weather conditions.

**EEO STATEMENT**

The Town of Mulberry is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Water/Wastewater Plant Operator for the Town of Mulberry describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirement as outlined?

YES \_\_\_\_\_ NO \_\_\_\_\_

Applicant /Employee Signature:

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