



## LITTLE BLUE VALLEY SEWER DISTRICT POSITION DESCRIPTION

**JOB TITLE:** Wastewater Treatment Technician

**PREPARED BY:** K. Best

**DEPARTMENT:** Wastewater Treatment Services

**APPROVED BY:** G. Boettcher

**REPORTS TO:** Wastewater Treatment Supervisor/  
Operations Manager/Assistant Operations Manager

**EFFECTIVE:** October, 2016

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:**  No  Yes

### **SUMMARY**

This position operates all phases of the Atherton Wastewater Treatment Plant on a daily basis. This position, with out-of-position pay, may be temporarily assigned to the Pleasant Hill Wastewater Treatment Plant to address staffing shortages, in which case the MBC Operator position description requirements shall be applicable. Responsible for making the correct operational adjustments in response to changing conditions and loadings. Immediately respond to alarms or out-of-range operating parameters. To the extent attributed to operator negligence or error, position shall be responsible for violations, equipment damages, wasted resources and other adverse impacts.

### **SUPERVISORY RESPONSIBILITIES**

This position only has supervisory responsibilities when working out-of-position as Supervisor. Carries out supervisory responsibilities in accordance with the Supervisor position description, District's policies and procedures, the Memorandum of Understanding, and applicable federal and state laws.

### **ESSENTIAL FUNCTIONS**

*Essential functions may include, but are not limited to, the following:*

- I. Wastewater Treatment Activities 75% of Time
  - A. Performs necessary activities to ensure proper and compliant operation of a wastewater treatment facility including its equipment, processes, records, and systems. Continuously monitors devices for malfunctions, abnormal conditions and improper performance.
  - B. Collect/label samples and take/record operating measurements immediately reporting variances to supervisor.
  - C. Using data and observations, make proper process/equipment adjustments to maintain operations and regulatory compliance.
  - D. Follow safety protocols for all job tasks, equipment, chemicals and procedures.

- E. Responsible for good housekeeping of assigned work areas as well as for the entire facility. Litter is to be picked up, equipment is to be washed down, work areas are to be cleaned, spillage removed, and other routine cleanup is to be performed to maintain a clean, neat, safe and aesthetically pleasing workplace.
  - F. Required to perform shift work, may be reassigned to different shifts with notice, may be required to work overtime, and can be required to work weekends.
  - G. Review current process control system information, laboratory data, flow data and instrumentation data to accurately set operating rates and parameters. During periods of wet weather flows, appropriate actions shall be taken to address the changing plant flow schemes and changes in solids characteristics.
  - H. Monitor all systems, equipment and controls for proper operation. Prepare written electronic reports (or service requests in work order system) regarding malfunctioning or inoperative items. Such reports shall be issued to the Supervisor and the Manager.
  - I. Review, understand and follow the operating procedures set forth in the applicable operation and maintenance manuals (eO&M), including all supplementary guidance, direction and requirements issued by the Manager.
- II. Solids Processing Activities 10% of Time
- A. Properly start, stop and monitor sludge handling equipment (thickeners, belt presses, centrifuge, storage basin and appurtenances) to provide proper and consistent solids processing.
  - B. Analyze process and laboratory data to determine adjustments, and maintain efficient chemical utilization.
- III. Safety & Support Activities 10% of Time
- A. Ensure the proper and safe handling of chemicals used in different processes including, Sodium Hydroxide, Polymers, Aluminum sulfate, Sodium Hypochlorite and Sodium Bisulfate.
  - B. Throughout shift, maintain ongoing communications with the Wastewater Treatment Supervisor regarding operations, systems, observations, problems and processes.
  - C. Ensure that all of the shift's log book entries including all process changes and activities are recorded in the eLogger program.
  - D. Provide ongoing training and mentorship of other WWT Technicians and for introductory employees.
  - E. Perform other duties normally conducted by the Wastewater Treatment Supervisor, and supervise plant activities on weekends, when needed.
  - F. Assist in the operation and clean-up of the Excess Flow Holding Basin.
  - G. Monitor the plant surveillance system feeds on a continuing basis to maintain visual awareness of processing area and equipment conditions. Any unauthorized persons on the plant grounds or in the processing areas shall be immediately reported to the Supervisor and/or Manager.

- H. Responsible for the safe operation and performance of work. In addition to use of proper personal protective equipment, be knowledgeable of the safety equipment, fire extinguisher locations, emergency exits, emergency contact numbers, emergency shutdown procedures, emergency preparedness requirements and other applicable emergency response actions.
  - I. Promptly, accurately and appropriately reports any serious misconduct, accidents, near misses, injuries, operational errors, and other significant incidents to Supervisor; and depending upon the seriousness of such matters the reports shall be in writing.
  - J. Coordinate work assignment with coworkers by providing them with appropriate information on processing rates, operational issues/concerns, startup/shutdown activity and other information pertinent to the wastewater treatment facility operations.
  - K. Periodically monitor other operating systems at the Atherton Plant using the process control system screens. Communicate all critical alarms, unusual indicators/readouts, high flows, or other conditions to appropriate coworkers, or provide appropriate response to observed situations.
  - L. Maintain the facilities in a clean, neat and orderly basis. The Supervisor may direct the incinerator operator to address specific cleaning, washing, housekeeping, and other assignments as conditions warrant. All facilities shall be kept clean, free from clutter, slipping and tripping hazards.
  - M. Serves as a role model a for coworkers, demonstrating strong work ethic, positive work attitude, competency, congeniality, communication, mentoring, support, coaching, dependability and productivity.
  - N. Must be able to manually operate valves and clean equipment/work areas, and assist with snow/ice removal activities.
- IV. Incineration Activities 5% of Time
- A. Coordinate operation of assigned processes and systems with incinerator operator to ensure consistent, efficient and reliable incinerator operation. Communicate all changes in advance to supervisor/incinerator operator, monitor change effects and follow-up with incinerator operator after changes have been instituted.
  - B. When so directed, monitor the incinerator operation for short periods and report variances to supervisor for corrections.

**REQUIRED TO:**

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Hold and maintain a valid MO driver's license and a driving record satisfactory to the District's insurance company as a condition of employment.

Pass the required pre-employment physical examination with alcohol and drug screening as an initial condition of employment. Once employed, pass random/reasonable suspicion/post-accident alcohol and drug testing as a condition of employment.

Maintain required Missouri Wastewater Operator Certification, once acquired, as a condition of employment.

## **EDUCATION &/OR EXPERIENCE**

- Completed high school or equivalent.
- Proficient with Microsoft Office Software (Word, Excel and Outlook) with experience of other software being required over time (HACHWIMS, Process Control System-PCS, work order systems, maintenance management systems and other District software platforms).
- Acquire Missouri Class “D” wastewater operator certification within six months of employment, and Missouri Class “C” Wastewater operator certification within two years, as a condition of employment.
- Acquire necessary training to maintain Class “C” Wastewater Operator Certification.
- The individual’s rate of pay shall be held at 97% of the minimum rate of pay for the position until the individual has acquired the “D” Wastewater Operator Certification.

## **KNOWLEDGE AND SKILLS**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, construction drawings, O&M manuals, process piping diagrams, government regulations, water and air permit provisions, and written standard operating procedures.
- Ability to prepare, read and write concise, routine reports, business correspondence, operating records, log entries, incident reports, and shift change reports in both handwritten and electronic format.
- Ability to operate mobile equipment (including Bobcat, District vehicles, forklift and carts), overhead cranes/lifting devices and pallet handling equipment.
- Ability to interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively, cordially and professionally, with other employees of organization, vendors and general public.
- Knowledge of wastewater chemistry, microbiology, math hydraulics, sampling procedures, chemical handling, and process computer system.
- Ability to learn emergency procedures for plant high flow situations, power outages, activated sludge process, sludge dewatering and incineration.
- Ability to learn proper operation of pumps, blowers, compressors, boilers, belt presses, solids analyzer, meters, samplers and safety equipment.
- Knowledge of proper and efficient operation of the pumping systems, screening equipment, grit removal equipment, primary clarifiers, aeration basins, blowers, final clarifiers, intermediate pump station, ultraviolet disinfection systems, effluent pump station, gravity concentrators, centrifuges, sludge thickeners, sludge storage, centrifuges, belt filter presses, sludge augers, weigh belt conveyors, cake pumping systems, fluidized bed sewage sludge incinerators, incinerator heat exchangers, incinerator scrubbers, advanced air emissions controls, air compressors, water booster skids, incinerator fans/blowers, ash handling systems, ash holding basins, odor control systems, chemical feed systems, control valves, excess flow holding basin, solids analyzer, meters, samplers and safety equipment.
- Ability to set up, collect and appropriately prepare various samples for laboratory analysis including sludge samples, effluent bacteriological samples, influent samples, composite sample recover/setup, air samples, and other process control sampling as required; as well as the ability to perform all other operational and process control measurements as may be required.
- Knowledge of types, purposes, safe handling practices and application rates for various chemicals used in the various treatment plant processes, including polymers, sodium hydroxide (caustic), liquid alum, bleach, hydrogen peroxide and others. Position shall be responsible for bulk container handling, tank filling, cleanup of spilled products, piping

changes, calibration chamber operation, chemical feeder operation, chemical insertion/mixing device operation, and efficient application of chemicals.

- Ability to understand, evaluate and optimize the liquid treatment and solids processing systems to provide efficient operation by minimizing energy use, minimizing chemical consumptions, optimizing equipment, and fine-tuning operational relationships between the various processes.
- Ability to perform all assigned duties with attention to: the safety of self and others, proper operation of equipment within normal operating parameters, compliant operation of treatment facilities, all external conditions (weather), and all internal conditions (flows, loadings, alternative operating modes, etc.).

## **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. The noise level in some work environments is usually loud.

- Average accessibility of all work sites required for the position.
- Above Average exposure to weather and temperature extremes.
- Above Average exposure to chemicals and fumes.
- Below Average exposure to heights.
- Average exposure to work safety hazards.
- Average amount of overtime/extended work hours required

## **PHYSICAL EFFORT**

The physical demands described here are representative of those that employee must meet 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 essential functions of this position, the employee:

- is regularly required to talk or hear
- is frequently required to sit and use hands to finger, handle, or feel
- is regularly required to stand, walk and reach with hands and arms
- must occasionally lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.

### **NOTE:**

Conducts all functions and activities with attention to safety for self and others. This job description in no way states or implies that these are the only duties performed by the employee occupying the position.

Employees will be required to follow any other job-related instructions and to perform any job-related duties requested by their supervisor; subject to reasonable accommodations.