

**CITY OF MABTON**  
**Class Specification**

**Title:** WASTEWATER      **Department:** Public Works  
TREATMENT PLANT  
OPERATOR II or I

**FLSA Status:** Non-Exempt      **Reports To:** Mayor/Management

**Effective Date:** 4/10/2018

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**General Summary**

Operate and monitor waste water treatment plan ensuring appropriate and efficient operation. Ensure compliance with all Federal, State and environmental requirements and permits. Conduct water analysis/laboratory tests and create/maintain required records. Administer chemicals to ensure proper waste water quality. Perform routine maintenance on plant and facilities.

**Essential Functions/Major Responsibilities**

Operate wastewater treatment and sludge processing equipment to control the flow and processing of wastewater, sludge and effluent.

Interpret reading from meters, charts, instruments and gauges and make adjustments to equipment accordingly.

Obtain wastewater samples and perform routine laboratory analyses.

Administer chemicals to ensure proper water quality.

Provide routine maintenance on facilities and equipment.

Maintain a variety of logs and records.

**Secondary Functions**

Maintain and operate lift stations and wells.

Conduct laboratory analysis of chlorine. Order products and supplies.

Provide training/guidance to other personnel.

Serve as a liaison between management, engineers and regulatory authorities.

Perform other related duties as assigned.

### **Job Scope**

Position encounters recurring work situations with occasional variations from the norm. Job involves a moderate degree of complexity or difficulty due to the calculations of data which are performed and the laboratory apparatus/equipment used. Operate from established and well known procedures. Perform duties with little direction given. Work is not normally checked or verified by others. Errors in work or judgment could cause injury or death to others, or the loss of plant and/or equipment. Decisions are normally made within prescribed guidelines.

### **Supervisory Responsibility**

The position has no formal supervisory responsibilities, but provides guidance, as necessary, to the Wastewater Treatment Plant Operator I incumbent.

### **Interpersonal Contacts**

Contacts are normally made with others within the City organization. Most contacts are made either on a face-to-face basis or through the telephone. Contacts are seldom about confidential/sensitive matters. Contacts are usually made on own initiative.

### **Specific Job Skills**

Possess a good knowledge of wastewater treatment plant operations. Knowledge of operational procedures and practices. Ability to perform problem analysis, perform basic math, and creatively solve work problems. Possess strong interpersonal skills and the capacity for teamwork. Ability to speak, read, write and understand English as well as communicate effectively both verbally and in writing. Ability to make decisions based on sound judgment leading to logical conclusions. Mental activities required include using independent judgment, decision making, applying interpersonal and customer service skills, and participating in a creative team environment. Physical activities require standing, walking, bending, reaching stooping, kneeling, grasping repetitive motions of hands/wrists, talking, hearing, and smelling.

### **License Requirements**

Valid State Department of Ecology Wastewater Treatment Plant Operator – Group II  
Certificate of Competency  
Valid State Commercial Driver's License

**Education and/or Experience**

High school education or equivalent. Position requires a waste water operations certification and a minimum of two to four years practical experience or equivalent education and/or experience.

**Job Conditions**

Position requires constant standing. Ability to lift or carry up to fifty pounds. Constant exposure to lethal or hazardous chemicals, gases, bacteria, etc. Required to be in an "on-call" status. Performs work in various types of extreme weather conditions.

APPROVED:



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Rachel Ruelas, Mayor