

PLANT OPERATOR

JOB DEFINITION

A skilled technical position that requires advanced knowledge in wastewater control and mechanical operations of a water and wastewater plant, plumbing, electrical motors and other mechanical equipment. Duties are primarily performed outdoors. Under the direct supervision of the Superintendent of Operations.

PRINCIPLE DUTIES

Performs manual, skilled and technical tasks that require physical stamina and the use of hand and power tools. Maintains a high level of skills and knowledge of wastewater operations as required by the State of Georgia. Some examples of these duties are:

- Conducts physical periodic tours of the treatment facility.
- Maintains an operator shift log which records measurements such as flow, amps on motors and equipment in use.
- Attends courses as required by the State of Georgia to obtain and/or maintain certification and a high level of knowledge in plant operations.
- Performs basic laboratory tests such as ph, dissolved oxygen, temperatures and chlorine residual. Records lab findings neatly and accurately.
- Secures samples from various locations in the plant for lab analysis and biological process control.
- Operates and maintains valves, chemical feeders, electrical motors, pumps and sump pumps.
- Repairs and reconditions pumps including impeller repair or replacement.
- Assists in locating and determining cause of leaks in water and sewer service lines.
- Assists in resolving water quality complaints.
- Reads instrument graph charts and maintains appropriate logs.
- Checks wells, water tanks and lift stations daily and records findings.
- Safely handles chemicals such as chlorine, fluoride and lime.
- Flushes fire hydrants as needed.
- Makes emergency repairs to equipment by analyzing immediate situation, adopting quick, effective and reasonable courses of action.
- Operates and maintains equipment for grounds and building maintenance including push and riding lawnmowers, weedeater, electric saw, drill press and other power tools.
- Operates a City vehicle, which may be a manual shift pick-up truck.
- Assists in locating existing utility services.
- Often works independently exercising good judgment.
- Maintains excellent customer relations.
- Typically works outdoors and may be exposed to inclement weather, heat, cold, dust, insects, animals, grass, pollen, odorants, and other hazards.
- Works departmental hours including nights, weekends and holidays.
- Follows established safety rules along with City and department policies and procedures.
- Other duties as assigned from time to time.

Initials: _____

JOB QUALIFICATIONS

- Must be at least 18 years of age.
- Minimum education of a high school diploma or equivalent with good written and oral communications skills, including spelling and knowledge of general math.
- Must be skilled in the proper and safe use of hand tools, power tools and their maintenance.
- Must be familiar with computers and software applications.
- Must have successfully passed the Georgia Wastewater Operator III certification, or have the ability to obtain certification within the 24 months of employment.
- Must fully complete a City of Cordele application for employment.
- Must pass a background check including personal and employment references, driver history and criminal history checks.
- Must possess, or have the ability to obtain, a valid Georgia Driver’s License. A CDL with Haz-Mat endorsement is preferred but not required.
- Must be able to work department hours including on-call status and overtime when necessary.
- Must pass a pre-employment drug screen and job-related physical examination. (see attached physical abilities list for requirements)
- Must pass mandatory random drug screens during employment as defined in the City of Cordele Anti-Drug Policy and Department of Transportation regulations if the incumbent possess a CDL.
- Must establish and maintain an effective working relationship with supervisors, other employees and the general public.

DESIRED CHARACTERISTICS

- Dependable and punctual with an excellent attendance record.
- Neat and clean personal appearance and attire.
- Ability to perform arduous tasks frequently under strenuous and adverse conditions including inclement weather.
- Have knowledge of, or the ability to easily learn, the City street system and physical layout and adjacent areas including commercial and residential locations.

SIGNATURE

DATE

1
PHYSICAL DEMANDS & EXPOSURES
 for
WASTEWATER TREATMENT / PLANT OPERATOR

Total number of hours spent, or could be spent on the job in the following activities:

Situation	At ONE Time	ENTIRE Work Day
SITTING:	1 Hour or Less	1 Hour or less
STANDING:	1 Hour or Less	2 to 3 Hours
WALKING:	1 Hour or Less	6 to 7 Hours

Repetitive Use of Hands:

{Operation of Office machines, computer}

Situation	Simple Grasping	Pushing / Pulling	Fine Manipulation
RIGHT:	Yes	Yes	Yes
LEFT:	Yes	Yes	Yes

Repetitive Use of Feet:

Situation	Results
RIGHT:	Yes
LEFT:	Yes
BOTH:	Yes {standing, walking, climbing}

Frequency of the following activities on the job:

LIFTING:	Occasionally	Frequently	Continuously
up to 15 lbs.:		X	
16 to 30 lbs.:	X		
31 to 50 lbs.:	X		
50 plus lbs.:	X		

CARRY:	Occasionally	Frequently	Continuously
up to 15 lbs.:		X	
16 to 30 lbs.:	X		
31 to 50 lbs.:	X		
50 plus lbs.:	X		

REACH:	Occasionally	Frequently	Continuously
Above Shoulder:		X	
Chest Level:		X	

PSYCHOLOGICAL DEMANDS:	Occasionally	Frequently	Continuously
Mental Stress:	X		
Working w / others			X

PHYSICAL DEMANDS & EXPOSURES
for
WASTEWATER TREATMENT / PLANT OPERATOR

Situation:	Occasionally	Frequently	Continuously
Bend:		X	
Squat / Crouch:		X	
Climb:	X {ladders, steps, water tanks}	X {archive filing & searching}	
Twist / Turn		X	
Reach Above Shoulder		X	
REACH TO CHEST LEVEL		X	

AUDIO / VISUAL NEEDS:	Occasionally	Frequently	Continuously
Hearing:			X
Near Vision:			X
Far Vision:			X
Peripheral Vision:			X
Color Discrimination:			X
Depth Perception:			X

OTHER:	Consequences
Contact with Wastewater {with use of applicable safety protection}	

Please sign and date below, acknowledging that you have read and understand the attached JOB DESCRIPTION and PHYSICAL DEMANDS AND EXPOSURES forms, and that you correctly answered the last question on page two (2) of the EMPLOYMENT APPLICATION form as related to this information.

Signature

Date

PHY-UC&T / PLANT OPERATOR