

TITLE: Water/Wastewater Plant Operator I (OPERATOR IN TRAINING) Grade 1

IMMEDIATE SUPERVISOR: Chief Plant Operator

JOB SUMMARY: Under general supervision while in training and by self-participation, assists/performs any duties required to operate and maintain the water & sewer pumping stations, sewer treatment plants, water reservoirs, and water master metering stations and participates/ assists in related tasks as needed. Assists in water/sewer operations and maintenance, solid waste operations, and other duties as assigned.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES

- 1: Responsible for properly operating and maintaining water/sewer pump stations, treatment plants, master metering stations, and reservoirs,.
- 2: Performs repairs on pumps, motors, controls, vehicles, lawnmowers, plant facilities, reservoirs, and related equipment.
- 3: Ability to be on call duty, work overtime, weekends, and Holidays, both scheduled and unscheduled as required.
- 4: Performs and/or assists in performing laboratory analysis, sampling, monitoring, calculations, and calibration. Reads recorder readings, performs general duties such as painting, mowing and brush hogging, cleaning, and general maintenance.
- 5: Performs basic computer operations per telemetry operations and record keeping.
- 6: Coordinate as needed and assist coworkers to perform necessary functions.
- 7: Perform related tasks as assigned by the Chief Plant Operator or his delegated representative, Operations Superintendent, and/or Director of Utilities.
- 8: Represent the Van Buren Municipal Utilities before the public, communicate with the general public and coworkers in polite and efficient manner and maintain a program of public relations as may keep the public informed as to the activities being performed, assist customers with questions or problems regarding taste/odor complaints, and service interruptions.
- 9: Responsible for operating in accordance with Local, State, Federal Regulations, and Van Buren Municipal Utilities Policies and Procedures.
- 10: Follow safety compliance policies and procedures and assist coworkers relating to overall job safety compliance.
- 11: Responsible for follow up of actions and ongoing personal development.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- 1: Operations & Maintenance, Record Keeping, and Reporting related knowledge of water & sewer pumps & motors, water reservoirs, wastewater treatment plant operations, sludge application, and water & wastewater technology.
- 2: Responsible for trouble shooting operational, electrical, and mechanical problems pertaining to wastewater treatment, pumps, motors, meters, controls, and related equipment.
- 3: Skill in sampling, monitoring, and analysis and skill in safety precautions.
- 4: Ability to proficiently, safely, and responsibly operate and maintain; vehicles, equipment, and tools to perform VBMU O&M functions and duties, use a push mower, riding mower, tractor, and carry weed eater for extended distance.
- 5: The ability to lift minimum of 35 lbs (lawnmower into truck and ability to lift manhole lids weighing approximately 50 lbs).

- 6: The ability to climb ladders and reservoirs and work in confined spaces and follow all policies and procedures relating to safety procedures and requirements.
- 7: The ability to operate and work from a boat and/or floating apparatus.
- 8: Ability to complete work orders and perform necessary record keeping and reporting as required.
- 9: The ability to manage time effectively, function independently, make decisions of a procedural nature and self-supervise accountably.
- 10: Skill and ability in human relations, team building, delegation, and directing others.
- 11: Education, knowledge, and experience in Water Distribution, Storage, and Pumping and Wastewater Collection, Pumping, and Treatment, and related rules, regulations, methods, and practices.
- 12: Skills and ability in mentoring and assisting personnel with related training.
- 13: The ability to carry out verbal and written instructions as directed.
- 14: The ability to read and interpret blue prints and system maps, both paper and electronic copies.

WORKING CONDITIONS: A combination of inside and outside work in all types of weather conditions and extended hours, operating un-air conditioned vehicles and equipment, handling of tools and materials, working on and /or around pumps, motors, water, wastewater, chemicals and gases, working in trenches, pits, tanks, and confined spaces, climbing and working on water storage reservoirs. Must be available for emergency 24 hour call out. May be required to work in stressful environments. May be required to travel out of town.

MINIMUM QUALIFICATIONS:

- 1: Must be at least 18 years of age.
- 2: Must have a valid Arkansas Driver's License.
- 3: High School Graduate or equivalent.
- 4: Must hold, or be able to obtain within three (3) years, an Arkansas Class I Wastewater Treatment Operator License.
- 5: Must hold, or be able to obtain within three (3) years, an Arkansas Grade I Water Distribution Operator License with a goal of obtaining an Arkansas Grade III Water Distribution Operator License.
- 6: Must be able to read, write, and follow written and verbal instructions as directed.
- 7: Training and experience in Water/Wastewater/Safety/Compliance.
- 8: Experience in operating and maintaining related vehicles, equipment, and tools.
- 9: Must have a telephone and be available for emergency call out.
- 10: Must have transportation to and from work.

This Grade 1 position is intended to be an Operator in Training (OIT) position and is typically holds or is working on first level license/certification as listed above which will need to be obtained within the first three years of employment with the goal of meeting the requirements of a Grade 2 position within the first three years of employment. **FAILURE TO MEET THE JOB DESCRIPTION REQUIREMENTS WITHIN THE SPECIFIED TIME MAY RESULT IN TERMINATION OF EMPLOYMENT.**

This position is designated as a safety sensitive position as defined by Arkansas Act 593. The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements. Job Description subject to modification due to changes in related rules, regulations, and/or general requirements.