



JOB DESCRIPTION

Wastewater Treatment Plant Operator Apprentice

Department:	Public Works & Utility	Classification/FLSA:	Full Time, Non- Exempt
Location:	Wastewater Plant	Reports To:	Wastewater Plant Superintendent
Supervises:	N/A	Salary Range:	\$13.27 - \$15.93 hourly (Grade 3)
Benefits:	Per City Handbook	Travel:	As needed
Shift:	7:00 am – 3:30 pm Monday - Friday	Date Written/Revised:	04/4/2024

POSITION SUMMARY

Works assisting Wastewater Treatment Plant operator 1 or 2. Performs monitoring, operating, and equipment adjustment for the water treatment process. Learns operation of a wide variety of pumps, valves, pipes and reservoirs used in the water production system, impacting chemical water treatment systems. Monitor chemical dosage levels and operate chemical feed equipment to ensure proper functioning and application of chemicals. Performs light maintenance duties and facility upkeep tasks. Apprentices primary duties are for work associated with waste water treatment plant system. This position is a probationary position to assess employee’s ability to receive and follow instruction. Probationary period also allows employee time to complete necessary certifications and trainings before being classified as a water treatment plant operator 1.

DUTIES AND RESPONSIBILITIES

Treatment Process

Learns to monitor chemical dosage levels and operate chemical feed equipment to ensure proper functioning and application of chemicals.

Learns to operate and monitor the wastewater systems equipment such as pumps, valves, piping, belt press, blowers and u.v. disinfection to produce clean effluent water.

Learns to record and maintain process information on water quality, production, pumping and maintenance.

Learns to perform and interpret routine water quality analysis, by collecting samples, and perform physical and chemical analysis.

Learns to collect samples and perform simple analytical testing for process quality control (non-compliance related samples only).

Learns to perform housekeeping / janitorial duties and ground maintenance within and around facilities. Ability to operate lawn tractor or zero turn mower as well as weed trimmer.

Learns to operate skid steer, pallet movers and specialized equipment for palatalized or super-sack delivered materials.

Learns to inspect and perform basic maintenance of all related chemical, pumping and analytical equipment.

Learns to clean, maintain, and calibrate analytical equipment and chemical feed pumps.

Learns to perform inspections throughout the facilities on a roving schedule to assess conditions and effect required corrective action, including regular, pre-defined, and as needed tasks.

Learns to receive chemical deliveries including escort, unloading, and transferring.

Learns to properly energize and de-energize equipment while performing lock out tag out as necessary for repairs.

Learns to perform chemical handling utilizing the correct personal protective equipment.

Learns to apply federal, state, and local regulations pertaining to wastewater systems as necessary with performing operator duties.

POSITION COMPETENCIES

Knowledge of Computerized Water Control (Supervisory Control and Data Acquisition).

Knowledge of wastewater plant maintenance and ability to identify and solve problems with water, in the treatment system.

Knowledge of proper dosage levels while monitoring / evaluating / adjusting treatment processes.

Knowledge of proper operation of mechanical process equipment in a wastewater facility (pumps, valves, gates).

Knowledge of mathematics, basic chemistry, laboratory techniques and interpretation, and analytical instrumentation used in water treatment operations.

Ability to perform math functions (e.g., addition, subtraction, multiplication, division, fractions, percentages, formulas, volume, area, detention time).

Ability to perform chemical analysis and interpret results.

Knowledge of analytical laboratory procedures and sampling techniques.

Ability to measure chemical weight / volume.

Ability to perform process control calculations.

Ability to adjust chemical feed rates.

Ability to calculate dosage rates.

Ability to evaluate the condition of equipment and perform preventive maintenance.

Ability to read and interpret prints and mechanical drawings and equipment manuals.

Skill in the operation and regulation of machinery and mechanical equipment.

Ability to determine causes of operating errors and report appropriately.

Knowledge of well depths and pumping levels.

Knowledge of wastewater characteristics prior to treatment process and potential contaminants (e.g., organic and inorganic).

Knowledge of hydrology.

Ability to discriminate between normal and abnormal conditions.

Knowledge of emergency response procedures.

Knowledge of national and state regulatory monitoring and reporting requirements for wastewater treatment and residual disposal.

Ability to identify potential safety hazards and recognize unsafe work habits.

Knowledge of proper chemical handling and storage.

Ability to interpret Material Safety Data Sheets.

Knowledge of the Clean Water Act.

EDUCATION

High school graduation or equivalent.

Obtain OSHA 10 certification (1 year from hire date). Will complete one year of on-the-job training minimum.

Work to obtain certifications in: (max 3 years from date of hire).

Kansas Department of Health and Environment Wastewater Treatment Class I Operator Certification. National Center for Construction Education & Research (NCCER) Certification: Core Curriculum. National Center for Construction Education & Research (NCCER) Certification: Electrical - Level 1.

Basic competencies using micro-soft products such as outlook, word, and excel.

Basic competencies to utilize smart phones, tablets, and computers for communicating, corresponding, and processing work orders.

