

Water Authority Position Description

TREATMENT PLANT OPER 4

Status	Position Code	Level	Date
APPROVED	TPO4	O80	Mar 2018

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

THIS IS A TRAINING AND CERTIFICATION PROGRAM WHICH WILL PROVIDE AN OPPORTUNITY FOR ADVANCEMENT BASED UPON SUCCESSFUL COMPLETION OF EACH LEVEL OF TRAINING AND CERTIFICATION. THE LEVEL 4 CONSISTS OF MONITORING, TROUBLESHOOTING, OPERATING, AND MAINTAINING ALL EQUIPMENT INVOLVED IN WASTEWATER TREATMENT PROCESSES. COLLECT SAMPLES, RECORD DATA AND MAKE CALCULATIONS TO ENSURE THE WASTEWATER TREATMENT PLANT IS OPERATING IN COMPLIANCE WITH APPLICABLE RULES AND REGULATIONS. PERFORM THE MOST ADVANCED AND TECHNICAL FUNCTIONS INVOLVED IN OPERATING A WASTEWATER TREATMENT PLANT.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED, PLUS FIVE YEARS' EXPERIENCE AS A TREATMENT PLANT OPERATOR AT THE WATER AUTHORITY. TO INCLUDE ONE (1) YEAR AS A TREATMENT PLANT OPERATOR 3 (TPO).

ADDITIONAL REQUIREMENTS

POSSESS AND MAINTAIN A WATER AUTHORITY TPO 4 ADVANCED TRAINING LEVEL CERTIFICATE
 POSSESS AND MAINTAIN A STATE OF NM WASTEWATER SYSTEMS LEVEL 4 CERTIFICATE
 POSSESS AND MAINTAIN A VALID NEW MEXICO DRIVER'S LICENSE
 POSSESS AND MAINTAIN A VALID AUTHORITY OPERATOR'S PERMIT (AOP)
 MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM AS APPROPRIATE TO THE JOB POSITION PRIOR TO HIRE AND ANNUALLY AFTER HIRE. MUST BE ABLE TO PASS FIT TESTING FOR RESPIRATOR WITHIN 30 DAYS OF HIRE AND ANNUALLY, AS REQUIRED, THEREAFTER.

SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL SUPERVISION.

MAY EXERCISE FUNCTIONAL AND TECHNICAL SUPERVISION OVER TREATMENT PLANT STAFF.

ESSENTIAL FUNCTIONS

1. OPERATE AND MAINTAIN WASTEWATER TREATMENT PLANT EQUIPMENT ACCORDING TO APPLICABLE RULES AND REGULATIONS; ATTEND REGULAR SHIFT MEETINGS AND OTHER MEETINGS WITH SENIOR PERSONNEL TO DISCUSS DAILY OPERATIONS AND SPECIFIC SHIFT ASSIGNMENTS.
2. COLLECT VARIOUS WASTEWATER SAMPLES; PERFORM BASIC TESTING INCLUDING PH, SULFIDES, NITRATE, AMMONIA, DISSOLVED OXYGEN AND TEMPERATURE LEVELS USING PH METERS, OXYGEN METERS, TEMPERATURE PROBES, AND VARIOUS LABORATORY TESTING EQUIPMENT. EXAMINE OPERATIONS PERFORMANCE ON SCADA TO COMPARE FIELD OBSERVATIONS AND ANALYSIS AND INFORM SENIOR PERSONNEL WHEN ISSUES ARISE.
3. INSPECT AND RECORD FACILITY OPERATIONS BY VISUAL INSPECTION AND ROUTINE MONITORING OF EQUIPMENT AND WATER QUALITY MONITORING DEVICES. RECORD ALL NECESSARY KEY PERFORMANCE INDICATORS AND DOCUMENT SPECIFIC INFORMATION NECESSARY FOR A DESIGNATED AREA OPERATION. MAINTAIN ACCURATE DAILY RECORDS AND LOGS OF OBSERVATIONS AND WORK PERFORMED.
4. MONITOR, ADJUST AND RECORD ALL TREATMENT PLANT PROCESS PERFORMANCE AND CHANGES INCLUDING EQUIPMENT OR OTHER ADJUSTMENTS; INVESTIGATE A VARIETY OF EQUIPMENT FAILURES, DETERMINE CAUSE AND TAKE NECESSARY ACTION, INCLUDING REFERRING IT TO THE OPERATIONS SUPERVISOR.
5. OPERATE VARIOUS VEHICLES INCLUDING TRUCKS AND ATVS TO TRANSPORT TOOLS AND EQUIPMENT. PERFORM A VARIETY OF LANDSCAPING WORK AS NEEDED. PERFORM HOUSEKEEPING DUTIES.
6. OPERATE AND MAINTAIN ENGINES, GENERATORS, PROCESS PIPING AND CHEMICAL FEED EQUIPMENT, AUTOMATIC SAMPLING SYSTEM AND TREATMENT EQUIPMENT.
7. OPERATE COMPUTERS AND OTHER OFFICE EQUIPMENT. DOCUMENT AND RECORD INFORMATION IN PLANT CMMS REGARDING WORK ORDERS.

SUPPLEMENTAL FUNCTIONS

1. RESPOND TO PUBLIC INQUIRIES IN A COURTEOUS MANNER; PROVIDE INFORMATION WITHIN THE AREA OF ASSIGNMENT; RESOLVE COMPLAINTS IN AN EFFICIENT AND TIMELY MANNER.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF A WASTEWATER TREATMENT PLANT
ADVANCED PRINCIPLES AND PROCEDURES OF WASTEWATER TREATMENT PLANT
OPERATIONS
METHODS AND TECHNIQUES OF PREVENTIVE MAINTENANCE AS RELATED TO
WASTEWATER TREATMENT PLANT FACILITIES
ADVANCED PRINCIPLES OF WATER SAMPLING AND TESTING
ADVANCED MATHEMATICAL PRINCIPLES AND CALCULATIONS
SAFE WORK PRACTICES AND PROCEDURES
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

PREFERRED SKILL/ABILITY

OPERATE AND MAINTAIN THE MOST COMPLEX WASTEWATER TREATMENT PLANT
FACILITIES
COLLECT A VARIETY OF WATER SAMPLES AND CONDUCT APPROPRIATE
TESTS
OPERATE THE MOST COMPLEX PLANT EQUIPMENT AND APPROPRIATE VEHICLES
OPERATE OFFICE EQUIPMENT INCLUDING COMPUTERS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

WASTEWATER TREATMENT PLANT ENVIRONMENT; EXPOSURE TO HEAT, COLD, NOISE,
DUST, GREASE, SMOKE, FUMES, GASES, ELECTRICAL AND RADIANT ENERGY,
EXPLOSIVES, TOXIC MATERIALS; WORK IN CONFINED SPACES. EXPOSURE TO HAZARDS
INCLUDING CHEMICALS IN PROCESS AREAS AND CONFINED SPACES THROUGHOUT THE
FACILITY.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: WALKING, STANDING OR SITTING FOR
PROLONGED PERIODS OF TIME; HEAVY, MODERATE OR LIGHT LIFTING; OPERATING
MOTORIZED EQUIPMENT AND VEHICLES.
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR
MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND
OPERATING ASSIGNED EQUIPMENT.