

Waste Water Treatment Plant Operator

Employer

Charter Township of Union

Population

13,500

Waste Water Treatment Plant Size

2.4 mgd

Closing Date

September 25, 2017

Compensation

\$37,194 to \$42,773 (mid- point)

To Apply

Cover letter, Resume, & Employment Application to Union Township 2010 S. Lincoln Road, Mt. Pleasant, MI 48858
Attn: Kim Smith – Public Works Coordinator

Description

The Charter Township of Union is seeking energetic, team orientated, qualified applications for the full-time position of Waste Water Treatment Plant Operator. This individual will perform typical Waste Water Treatment Plant Operator duties. Requirements: State of Michigan Class D Waste Water Treatment Plant Operator Certificate, or ability to obtain after twelve months of employment; high school diploma supplemented by vocational training in construction techniques, or the skilled trades, two years in a construction-related field, knowledge of laboratory testing methods and procedures; valid State of Michigan Drivers License; Additional information about this position can be obtained from the job description

For a description of this position and application form, go to the Township's website @ www.uniontownshipmi.com/Departments/TownshipOperations/EmploymentOpportunities.aspx

“The Charter Township of Union is an Equal Opportunity Provider and Employer”

UNION CHARTER TOWNSHIP JOB DESCRIPTION

WASTEWATER TREATMENT PLANT OPERATOR

Supervised By: Wastewater Treatment Plant Superintendent
Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Wastewater Treatment Plant Superintendent, operates and controls wastewater treatment processes, conducts related laboratory tests, maintains records and prepares reports and completes a variety of routine and skilled maintenance and repair activities associated with wastewater treatment plant flow, equipment, machinery and facilities.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Operates plant machinery and equipment to control the wastewater treatment process according to licensing standards and plant procedures. Monitors equipment, control panels, gauges, meters and charts. Adjusts valves and pumps to regulate flow and discharge.
2. Pumps raw sewage through various wastewater treatment processes to reduce the amount of solids, chemicals and pathogens in final effluents and residuals.
3. Removes floating scum and settled sludge from settling tanks. Pumps to digesters or storage tanks for processing.
4. Calculates the rates at which chemicals are fed into the system, adjusting dosages as needed to correct levels.
5. Collects samples and conducts laboratory tests. Prepares chemical solutions for testing and utilizes specialized laboratory equipment in the testing process.
6. Performs quality control tests and adheres to quality assurance procedures. Cleans, calibrates and sets up laboratory equipment, records statistical data, charts test results, maintains records and completes related paperwork.
7. Operates and performs general maintenance on wastewater equipment and pumping facilities. Adjusts, lubricates, cleans and unclogs valves and pumps and makes all necessary repairs to assure proper working order. Scrubs and hoses processing tanks and

- clears filters and screens as needed.
8. Participates in the routine maintenance, repair or replacement of other plant equipment and machinery. Completes repairs and records preventive maintenance and repair activities according to established procedures.
 9. Performs general grounds and building maintenance activities such as clearing ice and snow, washing windows and floors, mowing and trimming grass and shrubs and other custodial and maintenance tasks.
 10. Adheres to all applicable safety procedures while operating equipment, handling chemicals or hazardous wastes or working in dangerous situations. Participates in safety training, attends safety meetings and participates in other meetings or committees as directed.
 11. Receives phone calls and responds to public inquiries constructively. Refers complaints or complex issues to the Superintendent and otherwise represents the department in a positive manner.
 12. Responds to emergency calls on a twenty-four hour, seven days a week basis.
 13. Performs related work as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma supplemented by vocational training in construction techniques, or the skilled trades.
- Two years of experience in a construction-related field.
- Michigan Vehicle Operator's License.
- State of Michigan Class D Municipal Waste Water Treatment Plant Operator Certificate required, or successful attainment of a State of Michigan Class D Municipal Waste Water Treatment Plant Operator Certificate after twelve months of employment at the first available State of Michigan testing date.
- Knowledge of safety procedures and precautions involved in wastewater treatment plant operations.

- Knowledge of the laboratory testing methods and procedures used in plant operations and a basic knowledge of current public health guidelines, government regulations and professional standards for wastewater treatment.
- Skill in operating plant equipment and utilizing laboratory implements.
- Skill in performing preventive maintenance and basic repairs on plant equipment, machinery, buildings and facilities.
- Ability to accurately log and record information and perform mathematical computations.
- Ability to respond to public works emergencies 24 hours per day, 7 days per week.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts and the public.
- Ability to use basic office equipment such as telephone, calculator, photocopier, fax and computer with use of software applications such as word processing, wastewater-specific data bases and email/internet/world wide web.
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to view and produce written and electronic documents. The employee is frequently required to inspect machinery and pipes that range from below ground to above head level and to inspect ground storage tanks. The employee must occasionally lift and/or move objects of moderate to heavy weight. The employee is required to utilize manual or power equipment and tools requiring manual dexterity.

While performing the duties of this job the employee is exposed to moving mechanical parts, adverse weather conditions, risk of electrical shock, vibration, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually quiet to moderate, but can be very loud.