

## **BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:                      WASTEWATER OPERATOR TRAINEE**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist with daily operation and maintenance of wastewater treatment plant systems and related equipment, with work performed under close supervision.

### **Summary**

**Position(s) will be filled based upon applicant's certifications.**

#### **WASTEWATER TREATMENT PLANT OPERATOR I**

Operates the Water Treatment Plant on a daily basis, monitoring all equipment, adding or deleting chemicals, and assuring adequate water supplies are available and the finished water meets all applicable standards for purity. Three years' experience in water treatment. Must have a Class I Georgia Wastewater Treatment Operator License.

#### **WASTEWATER TREATMENT PLANT OPERATOR II**

Operates the Water Treatment Plant on a daily basis, monitoring all equipment, adding or deleting chemicals, and assuring adequate water supplies are available and the finished water meets all applicable standards for purity. Two years' experience in water treatment. Must have a Class II Georgia Wastewater Treatment Operator License.

#### **WASTEWATER TREATMENT PLANT OPERATOR III**

Operates the Water Treatment Plant on a daily basis, monitoring all equipment, adding or deleting chemicals, and assuring adequate water supplies are available and the effluent water meets all applicable standards for purity. Six months' experience in water treatment. Must have a Class III Georgia Wastewater Treatment Operator License.

#### **WASTEWATER TREATMENT PLANT TRAINEE**

Will receive training while assisting other Operators at the Wastewater Treatment Plant on a daily basis, that will help prepare trainee to obtain certification(s). Candidate will monitor all equipment, adding or deleting chemicals, and assuring adequate water supplies are available and the effluent water meets all applicable standards for purity. No experience necessary. Must at minimum have a High School Diploma or equivalent and obtain a Class III Georgia Wastewater Treatment License within one year of employment.

Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.

The above position(s) qualifies for a 5% certification incentive based upon attainment of various required license(s).

## ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Assists in controlling wastewater treatment plant operations in accordance with all established regulations, standards, and procedures; conducts visual plant inspections and monitors plant operations/processes to ensure proper operations and to detect equipment failures, potential leaks, or other problem situations; makes adjustments in plant operations as appropriate; performs preventive maintenance checks and procedures on plant equipment; reports faulty equipment or problem situations to appropriate personnel.

Assists in operating wastewater treatment plant equipment to ensure proper treatment of wastewater; monitors all structural and electrical integrity; performs daily inspections of pond aerators, pumps, flow totalizers, and monitoring equipment; adds chemicals to ponds and lift stations as needed; checks/records daily flows; maintains lift stations, floats, valves, pond aerators, pipes, spray heads, and flow monitoring devices; inspects grease traps of local businesses.

Assists in collecting wastewater samples for chemical analysis; assists in conducting daily chemical tests to determine the chemical composition of water, to control quality, and to ensure compliance with federal and state regulations; logs test results on daily charts and log sheets.

Monitors gauges, meters, and charts to ensure proper plant operations; maintains logs/records of plant operations, meter/gauge readings, test results, chemical applications, and other data.

Performs plant maintenance, building maintenance, grounds maintenance, or general/manual tasks in support of department operations, which may include repairing pumps, locating and repairing leaks, cleaning clarifiers, backwashing filters, cleaning laboratory facilities, cleaning doors/windows, painting surfaces, mowing grass, edging/trimming landscaped areas, cutting shrubbery/brush, shoveling materials, raking ground areas, loading/unloading materials, or lifting/moving heavy materials.

Performs general cleaning/maintenance tasks necessary to keep plant facilities, equipment, and tools in operable condition, which may include inspecting equipment, calibrating equipment, performing minor repairs, replacing parts, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Operates various machinery, equipment and tools associated with plant operations, which may include a chemical feeder, pumps, meters, gauges, multimeter, DO probe, tractor, mower, weedeater, chain saw, axe, mechanic tools, hand tools, or testing materials.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Monitors inventory levels of department equipment, chemicals, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new or replacement materials.

Prepares or completes various forms, reports, correspondence, logs, charts, flow charts, inspection reports, maintenance records, or other documents.

Receives various forms, reports, correspondence, meter readings, maintenance records, operational guides, electrical diagrams, blueprints, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Writes reports and exchanges information with staff of adjoining shifts to communicate condition of plant and machinery, malfunctioning equipment, or problem situations.

Communicates with supervisor, employees, other departments, vendors, customers, the public, state/federal agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws, regulations, and procedures; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by 2 months previous experience and/or training involving wastewater treatment plant operations, and/or equipment maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Class C Drivers License issued by the state of Georgia.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, bright/dim light, toxic agents, disease, or pathogenic substances.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.