Memo

To: All Departments

From: Joshua Laneaux, WPCC Superintendent

Date: April 6, 2021

Re: Job Opening – Utility Maintenance Operator I

There is one vacant position for a Utility Maintenance Operator I that exists within the Water Pollution Control Center. If this position is not filled by a city employee within 10 working days of this notification, it will be open to the public on 4/27/21.

Job Class #: 5431
Job Title: Utility Maintenance Operator I
Department: Public Works
Revision Date: June 10, 2009

Utility Maintenance Operator I

Description:
Employees in this position are responsible for operation of a wastewater treatment plant. They oversee the removal of harmful organisms, solid wastes, and toxic chemicals from domestic and industrial wastewater. They insure that only purified wastewater is returned to the river. The wastewater operator I is under the direct supervision of the plant superintendent and may also take direction from an on-duty Class IV Wastewater Operator 2.

Duties and Responsibilities:
- Responsible for Waste Water treatment to conform to permit requirements specified by the Louisiana Department of Environmental Quality (LDEQ) and the Environmental Protection Agency (EPA).
- Makes regular tours of the plant and equipment to insure proper operation.
- Regulates the flow of wastewater through the plant by controlling pumps, valves, gates, blowers, motors, and other equipment.
- Reads and interprets meters and gauges and acts quickly and competently when corrective
action is required.

- Adjusts as needed to ensure that each stage of the wastewater treatment process is functioning properly.
- Operates and interprets computers and SCADA systems used in all phases of wastewater treatment.
- Troubleshoots wastewater treatment monitoring, and sample equipment.
- Collects wastewater samples and assists laboratory personnel.
- Prepares and maintains records, reports, charts, and log books.
- Performs general plant cleaning and other maintenance related duties.
- Participates in continuing education as assigned.
- May train less experienced employees as required.
- Answers the telephone and takes customer complaints.

**Special Requirements:**

- Able to climb into and out of trucks.
- Able to climb up and down ladders.
- Able to work outdoors in extreme weather conditions with exposure to the elements.
- Able to work in small, cramped or confined spaces.
- Able to perform heavy manual labor including, but not limited to, lifting, shoveling, bending, twisting, pulling and squatting.
- Available to work rotating shifts, after hours, weekend, and holidays as required.
- Must maintain cooperative working relationships with other City employees.

**Required Skills and Abilities:**

- Knowledge of principles of wastewater treatment and wastewater treatment plant processes.
- Knowledge of chemicals, and equipment used in the wastewater process.
- Knowledge of basic mechanics and electrical systems.
- Knowledge of basic chemistry.
- Ability to read, write, and speak the English language at a high school graduate level.
- Possess computer skills including Microsoft Windows, Excel, and Word.
- Understands and follows oral and written directions.
- Able to communicate effectively verbally and in writing.
- Able to establish and maintain effective working relationships with employees, other City departments and the general public.
- Stays alert, displays a positive attitude, and is self-motivated.
- Responsible, self-disciplined and able to make important decisions.
- Practices safe driving and observes safe workplace practices.
- Will be required to pass a drug screening and criminal background check prior to employment.

**Education & Experience:**

- Must have a high school diploma or GED from an accredited high school.
- Possess and maintain a valid Louisiana Driver’s License which is to be maintained as a condition of employment.
• Ability to obtain a Louisiana Class 3 Wastewater Treatment certification within thirty-six (36) months of employment and obtain a Louisiana Class 4 Wastewater Treatment certification within (48) months of employment. Certification must be maintained while employed. Applicants that hold existing certification in wastewater will be given special consideration.

• Operators are required to pass each level of certification with one year after acquiring the necessary points. Failure to do so is grounds for dismissal.