



JOB TITLE: **UTILITY MAINTENANCE OPERATOR 1**

DEPARTMENT: **PUBLIC WORKS,**

JOB CLASS NUMBER: **5431**

DIVISION: **WPCC**

REVISION DATE: **7.29.2024**

A handwritten signature in black ink, appearing to read "Sean C. Borden".

Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Employees in this position are responsible for assisting with the operation of a wastewater treatment plant. They oversee the removal of harmful organisms, solid wastes, and toxic chemicals from domestic and industrial wastewater. They ensure that only purified wastewater is returned to the river. The wastewater operator 1 is under the direct supervision of the plant superintendent and may take direction from an on-duty Class IV Wastewater Operator 2.

EXAMPLES OF DUTIES:

- Responsible for Wastewater to conform to permit requirements specified by the Louisiana Department of Environmental Quality (LDEQ) and the Environmental Protection Agency (EPA)
- Regulates the flow of wastewater through the plant by controlling pumps, valves, gates, blowers, motors, and other equipment
- 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
- Makes regular tours of the plant and equipment to ensure proper operation
- Reads and interprets meters and gauges and acts quickly when corrective action is required
- Collects wastewater samples and assists laboratory personnel
- Performs laboratory procedures as required
- Prepares and maintains records, reports, charts, and logbooks
- Performs general plant cleaning and other maintenance related duties
- Participates in education and training, as assigned
- May train less experienced employees as required
- Answers the telephone and records customer complaints

EDUCATION AND EXPERIENCE:

- Must have a high school diploma or GED from an accredited high school.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Able to read, write, and speak the English language at a high school graduate level
- 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 public

- Stays alert, displays a positive attitude, and is self-motivated
- Responsible, self-disciplined, and able to make important decisions
- Able to learn the principles of wastewater treatment and wastewater treatment plant processes
- Knowledge of basic chemistry
- Capable of learning about chemicals, and the equipment used in the wastewater process
- Knowledge of basic mechanics and electrical systems
- Possess computer skills including Microsoft Windows, Excel, and Word
- Practices safe driving and observes safe workplace practices
- Will be required to pass a drug screening and criminal background check before employment

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, weekends, and holidays, as required.
- Must maintain cooperative working relationships with other City employees

LICENSES AND CERTIFICATES:

- 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 forty-eight (48) months of employment. Certification must be maintained while employed.

INTERNAL POSTING PERIOD: 8/23 - 9/6/2024

Position posting goes public after 10th day.