



CITY OF
ST. AUGUSTINE[™]
 EST. 1565
**PERSONNEL
 MANUAL**

3.	Job Description
3.3	Municipal Employees
3.3.54	Operator I, WWTP (Trainee)

Job Position Operator I, WWTP (Trainee)

Department Public Works

Division Wastewater Treatment Plant

Job Description

Semi-skilled work in the operation of wastewater treatment plant equipment and facilities on an assigned shift. Operators are required to monitor plant performance and make necessary adjustments in manner established by plant Manager. Work is supervised by Operator III and/or Manager.

Work follows an established routine, but employee must be able to exercise judgment in correcting operational problems as allowed within prescribed guidelines.

Job Responsibilities

Takes and records readings of chemical levels added to wastewater during treatment. Adjusts feed rates as directed by prescribed established standards.

Takes wastewater samples for chemical analyses; checks samples for conformance to prescribed limits.

Operates pumps, motors and other mechanical equipment to maintain proper plant ratio of such parameters as dissolved oxygen, MLSS, percent settleability of solids, return sludge rate and other similar items. Established operational practices will dictate levels to be maintained.

Assists in the operation of sludge press machinery and associated equipment as well as the disposal process.

Checks and lubricates pumps, motors and other plant equipment; notifies supervisors of equipment defects.

Assists maintenance staff as needed on maintenance of plant equipment.

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Job Responsibilities (continued)

Performs routine minor mechanical maintenance on plant equipment.

Engages in independent study of plant operations; attends training courses as directed.

Performs general custodial work in keeping plant clean and orderly.

Operates machinery and equipment incidental to proper plant operations.

Maintains daily logs and reports necessary to record shift operation activity.

Performs replacement of exhausted chemical sources.

Ensures that machinery components in his charge are operated safely and in accordance with manufacturer's safety instructions.

Prepares to perform the duties of shift operator without direct supervision.

Performs related work as required.

Education, Training and Experience

High school diploma required, including courses in mathematics and chemistry. Mechanical aptitude required. Unlicensed trainees will undergo on-the-job training and be required to engage in various training programs, including correspondence courses. Must obtain valid Class "C" wastewater plant operator's license issued by the State of Florida within twelve (12) months of hire or promotion to the position.

Driver's License Requirement: Valid Florida Driver's License Classification B.

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. The employee is regularly required to communicate and exchange information with others. This position is very active and requires standing, walking, bending, kneeling, and crouching throughout the day. The employee must frequently lift or move items up to 50 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. This position works outdoors, in all types of weather, and in potentially hazardous environments, which may involve exposure to dangerous chemicals and/or raw sewage.

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