



Cumberland Department of Public Works

JOB DESCRIPTION

Position Title: Full Time Wastewater Operator **Works With:** Utilities Personnel

Reports To: Director of Public Works & Deputy Director

Requirements:

Must be at least 18 years of age, have a valid Indiana driver's license and able to pass drug screening.

Nature of the Work:

To operate, monitor, maintain, and trouble-shoot the wastewater treatment facility and its processes. Work involves responsibility for the technical aspects of plant operations, compliance with state and federal operating regulations, and underground sewer system. Work is performed with considerable independence under the direction of the Director of Public works, subject to review through reports and results achieved.

Essential Duties and Responsibilities:

Perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal State and Local regulations governing the wastewater treatment process, and storm water and sludge management assist with the installation and inspection of new sewer lines and services. Perform the installation, maintenance and repair of the physical plant and pump stations and all of their components. During the Chief Operator's absence, act as the Department's representative to the public. Assist in the performance of regular and unscheduled maintenance and repairs on all plant equipment and machinery. On call to respond to emergencies and breakdowns at the plant and pump stations. Conduct the necessary weekend checks of the treatment plant on a rotating basis. Perform all work in conformance to Occupational Safety and Health Act regulations. Maintain open communications with the Chief Operator regarding the treatment process and pump stations operation and malfunctions, as well as make recommendations for repairs and improvements to these systems.

Work Requirements:

Be able to perform and document various tests required by State and Federal agencies for the operation of a wastewater treatment plant. Perform daily checks of the wastewater treatment

process and periodic checks of pump stations. Have a working knowledge of the operation, methods and procedures of a wastewater treatment plant. Have a working knowledge of the machinery used for wastewater treatment and pumping stations. Have a thorough knowledge of mechanical equipment and the ability to diagnose and correct equipment malfunction. Have a working knowledge of basic machinery preventive maintenance and repair. Have a basic knowledge of State and Federal rules governing wastewater discharges and worker's safety. Have the ability to work with independence and to make routine decisions on the operation of the plant processes and equipment during the Chief Operator's absence.

Training and Experience:

Required Hold a high school diploma and have adequate experience in operating a wastewater treatment facility.

Necessary Special Requirements:

Must possess an Indiana Wastewater Treatment Plant Operator's class I certification.

Qualifications, Including Physical Requirements:

- High School diploma or equivalent
- Knowledge of utilities maintenance. Skill in the use of tools and equipment used in utilities maintenance, and plant maintenance.
- Knowledge of the operation, repair and use of trucks, other equipment used for utilities maintenance.
- Ability to follow oral and written instructions.
- Able to handle lifting and carrying up to 75 pounds for short distances.

Physical Demand	Description
STANDING/WALKING	On uneven terrain, asphalt, concrete, through water, mud, rocks; to work at sites; to go door-to-door notifying residents of construction, walking town streets for leaf pickup; Etc.
SITTING	To drive to and from job sites and operating equipment, plowing town districts, attending training/instruction; Etc.
LIFTING/CARRYING	Power saw (28 lbs.) shovel (16 lbs.).Concrete cutting machine, tamper, jack hammer, tools, and other equipment (up to 150 lbs.); Secretrete (90 lbs.); Cold patch 60 lbs; 400 lbs manhole covers lifted by 2-3 people; 150 to 200 lbs picnic tables lifted by 2 people; fire proof file cabinets 200-400 lbs lifted by 2 or more people with appliance dolly; Etc.

PUSHING/PULLING	Pulling and pushing of office furniture; load and unload the truck (see weights above); release tail gate (23 lbs. of exertion); push and pull dirt/stone from excavated area to backfill. Push and pull patching materials in potholes; Etc.
REACHING/HANDLING/ FINE DEXTERITY	Overhead signs and mounts (16 lbs.); lines and fittings on machinery; operate equipment and use tools; to work with nuts, bolts, clamps and other small parts; Etc.
BENDING/TWISTING	To lay out drainage pipe; pull weeds; load and unload truck; to operate heavy equipment; to operate string trimmer; to install signage; Etc.
CLIMBING/BALANCING	Into and out of excavated areas; into and out of equipment; into and out of trucks; work on ladders; Etc.
VISION	To work in a traffic control setup; to operate heavy equipment; operate power saw; to observe hand signals from fellow workers; Etc.
KNEELING/CROUCHING/ CRAWLING	To work in excavated areas; storm sewers; drainage structures; Weed Pulling; working on vehicles and equipment; Etc.
HEARING/TALKING	To give/receive work instructions; to listen for proper operations of equipment and warning buzzers/beeps; Etc.
FOOT CONTROLS	To drive Brake pedals; Gas Pedals; Clutches; Etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to loud.