

City of Sallisaw Job Description

Job Title: Plant Operator

Exempt (Y/N): No
Date: September 2004

Department: Wastewater Treatment Plant
Reports To: Plants Superintendent

SUMMARY

The incumbent is responsible for performing plant maintenance, running tests, wasting sludge and cleaning plant areas. Performs operational duties to insure that the wastewater treatment plant meets requirements of the Department of Environmental Quality (DEQ) rules and regulations governing water and sewage works operations certification Act 59 OS 1981 Section 1101-1116. To insure that the above requirements are met while meeting the requirements as set down in the City's NPDES Permit issued by DEQ. Monitors and performs all stages of facility operations, participates in training to maintain a safe working facility/operation.

**** This job classification is designated as a "safety sensitive" position, therefore an employee in this position is subject to random drug/alcohol testing.**

ESSENTIAL DUTIES AND RESPONSIBILITIES: include, but are not limited to, the following:

1. Performs lab tests: daily, weekly and quarterly.
2. Keeps clarifiers clean; oils and greases equipment and performs maintenance. Maintains approved preventive maintenance schedule on plant equipment to guarantee safe and uninterrupted operations. Wastes sludge, adds chemicals for treatment, keeps facility clean.
3. Maintains plant grounds.
4. Working knowledge of all permit requirements of both the facility and lab as set down in DEQ rules and regulations.
5. Weekend work as required.
6. Subject to emergency call out.
7. Appear for scheduled work with regular, reliable and punctual attendance.
8. Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and 2 years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must have the ability to write routine reports and correspondence.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts with immediate associates. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Must have the ability to apply common sense understanding to carry out written and oral instructions. Must have the ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have, or be able to obtain within six (6) months Class D Operator license. Must be able to upgrade license to C Operator or higher; in compliance with O.D.E.Q.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. Employee must be able to sit or stand for extended periods of time. Employee is frequently required to taste and smell. Employee must be able to walk; use hands and fingers; reach with hands and arms; climb and balance; stoop, kneel, crouch, or crawl. The employee must be able

to lift and/or move up to 50 pounds. Specific vision abilities required by this position include: close, distance, color vision, depth perception and the ability to adjust focus.


WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The wastewater treatment facility is an extended aeration plant, which consists of an oxidation ditch and clarifier, two aeration basins and two clarifiers. This plant is designed to operate the oxidation ditch and aerators together or separately, depending on the mode of operation and seasonal needs. Sludge is de-watered and taken to the landfill or land applied by plant personnel. All clarifiers are ground level. The oxidation ditch is elevated with a stairway approach. Oxidation ditch and clarifiers are washed daily with either a pressure washer or water hose. General maintenance includes disassembling and/or repairing, pumps, motors, valves, and checking and greasing at specified intervals. Mowing equipment is a tractor-flail mower, two riding mowers. Trimming is done with gas powered weed eaters. Chemicals used are: lime, chlorine and sulfur dioxide from ton cylinders; and, ferric chloride from 55-gallon containers.

While performing the duties of this position the incumbent is exposed to outdoor weather conditions. The incumbent works in high precarious places, near moving mechanical parts and is at risk of electrical shock and/or vibration. The incumbent works around chemicals. The noise level in the work environment is usually loud.

** A pre-employment drug test is required.

Approved:  _____ Date: 6/26/2022
City Manager

Date Modified: 12/16/09; 10/28/14; 10/04/2019; 06/27/2022