



JOB DESCRIPTION

Job Title: Grade 4 Wastewater Operator

Department: Wastewater Operations

Reports To: Supervisor of Wastewater Operations

FLSA Status: Non-Exempt

Salary Grade: [Insert Salary Grade]

Date: January 2025

Job Summary

The Grade 4 Wastewater Operator is responsible for the operation, monitoring, and maintenance of municipal wastewater treatment facilities and collection systems to ensure compliance with regulatory standards. This position plays a key role in protecting public health and the environment by maintaining efficient and compliant wastewater treatment processes and infrastructure. The Grade 4 Wastewater Operator will perform routine inspections, troubleshoot and resolve operational and maintenance issues, and assist in emergency response situations.

Essential Duties and Responsibilities

1. System Operations and Monitoring

- Operate and monitor wastewater treatment plants, pumps, lift stations, and collection systems.
- Perform daily inspections of equipment and facilities to ensure proper functioning.
- Calculate, document, and modify chemical feed settings and other operational data, and adjust operational processes as needed to ensure adherence to guidelines and standards.
- Collect and analyze wastewater samples to monitor treatment effectiveness and ensure compliance with discharge permits.

2. Maintenance and Repairs

- Plan and conduct preventive and corrective maintenance on treatment equipment, pumps, valves, and collection system components.
- Assist in cleaning and maintaining sewer lines and lift stations to prevent blockages and overflows.
- Identify and report potential issues or system failures, implementing repairs as needed.

3. Regulatory Compliance

- Maintain accurate records of operational activities, maintenance tasks, and test results.
- Prepare and submit reports to local, state, and federal regulatory agencies as required.
- Stay informed of changes in regulations and ensure operational adjustments to maintain compliance.

4. Safety and Emergency Response

- Adhere to all safety protocols and use personal protective equipment (PPE) as required.
- Participate in emergency response efforts, such as sewer overflows or equipment failures.
- Conduct regular safety inspections and report potential hazards to supervisors.
- Troubleshoot and resolve electrical and mechanical problems based on SCADA alarms.

5. Collaboration and Training

- Work closely with other operators, technicians, and supervisors to achieve operational goals.
- Assist in training new team members on wastewater treatment processes and safety protocols.
- Participate in ongoing training and certification programs to maintain technical knowledge and skills.

6. Customer and Community Engagement

- Respond to customer inquiries and complaints related to wastewater services in a professional manner.
- Provide assistance during public education events about wastewater management and environmental protection.

Minimum Qualifications

Education and Experience:

- High school diploma or equivalent required.
- At least two (2) years previous working experience in a Grade IV wastewater treatment plant or three (3) years of combined previous working experience in a Grade III or IV wastewater treatment plant.
- Previous electrical and/or mechanical experience preferred.

Licenses and Certifications:

- Valid Alabama driver's license.
- Current valid State-certified Wastewater Operator License, Grade 4.
- Additional certifications in wastewater operations or safety are a plus.

Knowledge, Skills, and Abilities:

- Knowledge of methods, principles and practices of operating maintaining and repairing wastewater treatment plant equipment instrumentation and associated systems, including SCADA.
- Knowledge of wastewater treatment process control, operational maintenance strategy and laboratory procedures.
- Knowledge of treatment schemes associated with maintaining quality wastewater effluent.
- Knowledge of wastewater treatment processes, equipment, and regulatory requirements.
- Basic mechanical and electrical troubleshooting skills.

- Ability to document work material and daily maintenance procedures or work instructions through handwritten records and on the computer.
 - Ability to read and interpret plant piping plans; assist in locating and troubleshooting plant malfunctions; read meters gauges charts and instruments and monitor continuous operation of the plant and collection system; maintain flow to assure maximum efficiency of plant equipment.
 - Effective communication and teamwork skills.
 - Ability to work independently and respond to emergencies in a timely manner.
-

Working Conditions and Physical Requirements

- Work is performed both indoors and outdoors, and may involve exposure to dirt, water, hazardous materials, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration, near moving mechanical parts, in high and potentially precarious places.
 - Must be able to frequently lift and/or move up to 80 pounds and occasionally lift and/or move up to 25 pounds, and perform tasks requiring bending, climbing, and prolonged standing or walking.
 - Must be able to regularly walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.
 - Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.
 - May require working evenings, weekends, holidays, and on-call shifts to address emergencies.
 - Use of personal protective equipment (PPE) is required in certain situations.
-

Employment Conditions

- Subject to pre-employment drug testing and background check.
 - Participation in ongoing training and professional development is required.
-

Disclaimer:

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The organization reserves the right to modify or change the job description at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE CITY OF HELENA IS AN EQUAL OPPORTUNITY EMPLOYER. It strives for the constant improvements to the public service by employing and developing the best qualified people available regardless of their race, color, creed, religion, sex, political beliefs, national origin, age, or disability.