



Grade 2 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 2 Wastewater Operator performs skilled and semi-skilled work in the operation, monitoring, and maintenance of the City of Helena's wastewater treatment facilities, lift stations, and collection system. This position supports higher-grade operators with process control activities, inspections, sampling, laboratory tasks, and general plant duties. Work is performed under moderate supervision with opportunities for skill development, certification advancement, and increased responsibility.

The operator ensures safe, compliant, and efficient wastewater operations in alignment with state and federal requirements, City policies, and industry best practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Regulatory Compliance

- Ensures compliance with all applicable federal, state, and local regulations, including ADEM, EPA, and City policies.
- Identifies and reports deviations or violations; assists in implementing corrective actions.
- Maintains daily logs, operational records, and other required compliance documentation.
- Collects routine samples and performs basic laboratory testing according to established procedures.

System Operations and Monitoring

- Assists in the operation and monitoring of wastewater treatment processes, pumps, lift stations, and related equipment.
- Performs daily inspections of facilities, equipment, and system components, reporting abnormal conditions promptly.
- Records operational data and observes process conditions to ensure optimal system performance.
- Supports higher-grade operators with process control and troubleshooting.

Maintenance and Repairs

- Assists with routine maintenance and cleaning of plant equipment, lift stations, and screening equipment.
- Performs basic mechanical and electrical troubleshooting within scope of training.
- Helps identify repair needs and communicates them to supervisors or senior operators.
- Supports maintenance activities to ensure reliable system operations.

Safety and Emergency Response

- Follows all safety protocols, standard operating procedures, and uses appropriate PPE.
- Assists in emergency response situations, including system failures, overflows, and weather-related events.
- Responds to utility system emergencies by investigating, evaluating, securing, and assisting in repairs.
- Reports hazards, unsafe practices, or equipment defects immediately.

Customer and Community Interaction

- Assists in responding to customer inquiries, complaints, or service requests.
- Maintains professionalism and represents the department positively during all public interactions.

Collaboration and Training

- Works collaboratively with other operators, maintenance teams, and supervisors to ensure effective daily operations.
- Participates in ongoing training to expand technical skills and prepare for higher-level operator certification.
- Learns and applies best practices, standard procedures, and operational protocols from senior operators.

Other Duties

- Performs all other duties as assigned to meet the operational needs of the department.
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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Wastewater treatment processes, regulatory requirements, and effluent quality standards.
- Methods, principles, and practices of operating, maintaining, and repairing plant equipment, instrumentation, and SCADA systems.
- Laboratory procedures, sample collection methods, and basic industrial analysis.
- Treatment schemes needed to maintain high-quality effluent.
- Mechanical and electrical fundamentals relevant to wastewater operations.

Skill in:

- Collecting, documenting, and recording operational and maintenance data.
- Reading and interpreting piping diagrams, gauges, charts, meters, and instruments.
- Assisting with locating and troubleshooting plant and collection system malfunctions.
- Using computers for data entry, record-keeping, and communication.

Ability to:

- Communicate clearly and concisely, both verbally and in writing.
 - Make independent decisions in the field within established guidelines.
 - Work effectively as part of a team and maintain positive working relationships.
 - Work independently with minimal supervision once trained.
 - Respond to emergencies in a timely manner.
 - Develop advanced knowledge of wastewater treatment systems and progress toward higher certification levels.
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MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
 - Minimum **two (2) years of wastewater operations experience** preferred.
 - Valid Alabama driver's license.
 - **State-certified Grade 2 Wastewater Operator License** (required).
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WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Work is performed both indoors and outdoors and may include exposure to dirt, water, hazardous materials, fumes, airborne particles, toxic or caustic chemicals, and risk of electrical shock.
 - Work may occur near moving mechanical parts, in confined spaces, or at heights.
 - Frequent lifting/moving up to **80 pounds**, occasional lifting/moving up to **25 pounds**.
 - Requires bending, climbing, crawling, kneeling, standing, and walking for extended periods.
 - Requires use of hands, arms, hearing, and speech for communication and equipment operation.
 - Vision requirements include close, distance, peripheral vision, depth perception, and focus adjustment.
 - May require evenings, weekends, holidays, and on-call work for emergencies.
 - Use of PPE is required in designated situations.
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EMPLOYMENT CONDITIONS

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

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be modified at any time. Reasonable accommodations may be provided to enable individuals with disabilities to perform essential functions.

The City of Helena is an Equal Opportunity Employer. The City is committed to employing qualified individuals regardless of race, color, creed, religion, sex, age, national origin, political affiliation, disability, or any other legally protected characteristic.