



Position Title: Operator, Wastewater Treatment Plant

Position Reports To: Chief Operator, Wastewater Treatment Plant

Purpose of the Position:

The purpose of this position is to protect the health of the community by maintaining a high-quality discharge to receiving waters.

Examples of Duties and Responsibilities:

1. Performs and interprets lab tests.
2. Monitors chlorine and sulfur dioxide dosages and adjusts accordingly.
3. Operates and maintains plant vehicles.
4. Handles process and lab chemicals safely.
5. Help prepare budget and maintains records as needed.
6. Maintains grounds around the plant and off-site lift stations.
7. Perform building maintenance.
8. Perform various office duties.
9. Operates and maintains plant equipment and machinery. Conducts preventive maintenance, repairs, and related files.
10. Monitors and records inventory of repair parts and lubricants.
11. Assist meter department.
12. Performs tasks where needed by the Joint Powers Board.
13. Tests or helps in testing backflow devices.

Work Related Experience Preferred for the Position:

Minimum of 1 to 3 years work related experience.

Education Required for the Position:

A High School education or the equivalent plus additional.



Additional/Specialized Training Required for the Position:

Extensive additional training required including on-the-job training. Must have or be able to obtain a DEQ wastewater license level III. Valid Wyoming Drivers License required. Additional yearly training required to maintain certification.

Scope of Supervision/Management Required for the Position:

At times may supervise one or two people.

Need to Exercise Judgement and Make Decisions in the Position:

Work is of considerable difficulty and complexity and is performed under only general supervision. Must exercise considerable judgment and make decisions.

Need for Interpersonal/Human Relations Skills in the Position:

Job requires tact and discretion in achieving desired results and maintaining positive working relationships.

Working Conditions in the Position:

Entails more than ordinary exposure to some disagreeable conditions. Is required to work some weekends and holidays when on call. On 24 hour call.

Need for Communications Skills in the Position:

Does not require writing or speaking skills beyond that required in most jobs.

Amount of Stress in the Position:

Occasionally experiences extraordinary stress.

Physical Strength and Agility Required in the Position:

Some physical strength or agility beyond that found in most jobs required but not on a daily basis.