

JOB DESCRIPTION

Dept: WWTP Department

Position: PLANT OPERATOR II



Effective: 2/1/26

GENERAL DESCRIPTION:

Inspect, operate, and maintain the District's wastewater treatment facility including primary, secondary, tertiary, and solids treatment processes; assume lead responsibility for shift, as appropriate, including training operators as necessary and reviewing work of subordinates; handle all complex problems that may arise within the treatment plant operations and communicate operational problems to appropriate superiors.

This is the advanced journey level class in the Plant Operator series and is distinguished from the Plant Operator I level by having lead responsibility during the shift. Positions in this class also maintain a higher level of technical expertise regarding all plant equipment, processes, and operations, enabling them to handle all complex problems that may arise within the treatment plant operations.

SUPERVISION RECEIVED & EXERCISED:

- Receives functional and direct supervision from the Plant Operations Manager.
- Receives indirect supervision from the Water Reclamation Superintendent.
- Exercises indirect supervision over Plant Operator I.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES OF PLANT OPERATOR II:

Duties and responsibilities may include, but are not limited to, the following:

1. Inspect and operate the District's wastewater treatment facility including primary, secondary, tertiary, and solids treatment processes; operate all complex treatment processes within the facility.
2. Perform routine procedural checks, samplings, and analyses to ensure proper performance of treatment processes and facility equipment; troubleshoot operational problems including recommending process changes to stay within process control limits.
3. Operate wastewater treatment facilities to control flow and processing of wastewater, sludge and effluent; monitor gauges, meters and control panels; observe variation in operation conditions, interpreting meter and gauge readings and test results to determine processing requirements.
4. Operate valves and gates; start and stop pumps, engines and electric motors to control and adjust flow and treatment processes; operate and maintain boilers; perform routine maintenance work on valves, tanks and related equipment and facilities.
5. Input plant operation data in computer, plot and review trends.
6. Monitor and adjust ferric chloride dosage or other chemicals used in the treatment process.
7. Operate treatment plant vehicles and stationary machinery as required in a safe and efficient manner.
8. Collect samples and perform basic laboratory tests and analysis.
9. Assume lead responsibility for assigned shift; assign, direct, and review the work of subordinate operators in the operation and routine maintenance of wastewater treatment equipment under the general operating instructions of the Water Reclamation Superintendent; train operators as necessary.
10. Maintain appropriate records and logs.
11. Inspect plant equipment; report any failures or operating difficulties to appropriate staff; initiate work order for equipment repairs.

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12. Maintain plant units and assigned area in a clean and orderly manner.
13. Maintain appropriate records and logs.
14. Receive calls for service from the public and mobilize staff, as required, to respond to service calls.
15. Learn safe work practices; learn and observe all appropriate safety precautions as required by the District.
16. Follow written orders, verbal orders and Standard Operating Procedures to maintain facility compliance with NPDES Permit. This duty includes the responsibility to report overflows, bypasses, and other noncompliance to the Superintendent.
17. Communicate clearly and concisely, both orally and in writing.
18. Work variable shifts, overtime, on-call, weekends, and holidays as assigned.
19. Interact positively with the public.
20. Perform related duties as required.

DESIRED KNOWLEDGE, EXPERIENCE, SPECIFICATIONS, AND EDUCATION:

General Knowledge:

- Advanced wastewater treatment processes including primary, secondary, tertiary, and solids processes.
- Operation of the components of a highly automated wastewater treatment facility.
- Equipment and its usage found in the District's wastewater treatment operation.
- Routine cleaning and basic operation of wastewater treatment equipment.
- Routine wastewater sampling and control test procedures.
- Basic principles of mechanics, electronics, and hydraulics.
- Safe working practices pertaining to work within a treatment plant facility.
- Safety hazards and appropriate precautions applicable to work assignments, including the safe handling of hazardous chemicals.

Specific Knowledge:

- Use tools necessary in making general repairs and adjustments to motors, pumps and other equipment; read meters and gauges correctly and act quickly and competently; collect samples and perform basic laboratory tests; access and interpret data from SCADA computer system and related software; perform all plant operations without direct supervision; monitor and operate plant without aid of other operators.

For the position of Plant Operator II, Ability to:

- On a continuous basis know, observe, and analyze plant operations, and understand and remember various plant systems. Intermittently problem solve plant malfunctions and explain problems to Water Reclamation Superintendent.
- Sit for periods of time while monitoring/operating plant; and walk around while conducting equipment checks and running samples on a continuous basis.
- Intermittently sit when performing computer work, bend, squat, climb, kneel and twist while making rounds and conducting inspections, perform simple and power grasping, pushing and

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pulling, fine manipulation, lift or carry weight of 25 pounds or less; and occasionally lift or carry weight of 50 pounds or less.

- Train and supervise assigned personnel.
- Inspect plant equipment and recognize inefficient, unusual, or dangerous operating conditions.
- Perform routine process control tests and adjust plant operations accordingly.
- Learn the use and operation of a variety of plant equipment.
- Learn routine wastewater sampling and control test procedures.
- Understand and follow oral and written instructions.
- Use computer.
- Understand the organization and operation of the District.
- Continuously understand District policies and procedures.
- Work cooperatively with co-workers and all District staff.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- At least two years of experience working in the wastewater treatment and maintenance field is preferred.

Education:

- Equivalent to the completion of the twelfth grade.

Licenses and Certification:

- State of Indiana Municipal Class II (or higher) Certified Operator's License, is preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical Movement:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
- Use telephone, and write or use a keyboard to communicate through written means; communicate via mobile communication device.

Physical Requirements: Lift or carry weight of 25 pounds or less; and occasionally lift or carry weight of 50 pounds or less.

Sensual Requirements: Employee should be able to verbally communicate, hear, smell, and have visual ability for close work; distance work and either distinguish colors or grayscale contrasts.

Work Environment: While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and may be exposed to toxic or caustic chemicals. The employee frequently works near moving mechanical parts and in outside weather conditions.