# JOB DESCRIPTION

**Dept: Operations Department**

# Position: PLANT OPERATOR I

**Effective: 10-14-26**

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**GENERAL DESCRIPTION:**

Inspect, operate, and maintain the District's wastewater treatment facility including primary, secondary, tertiary, and solids treatment processes; assume responsibility for daily operational controls and monitoring of plant processes including maintaining appropriate records and logs.

This is the journey level class in the Plant Operator series with the ability to perform the full range of duties assigned without immediate supervision and by having a working knowledge of specific policies and procedures unique to the District's treatment plant operation. Positions in this class are distinguished from the Plant Operator II level in that the Plant Operator I does not possess lead responsibility during a shift and are not responsible for handling the more complex problems that may arise within the treatment plant operations.

**SUPERVISION RECEIVED & EXERCISED:**

- Receives functional and direct supervision from the Plant Operator II.
- Receives direction from the Plant Operations Manager.
- Receives indirect supervision from the Water Reclamation Superintendent.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES OF PLANT OPERATOR I:**

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

1. 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.
2. 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.
3. Input plant operation data in computer, plot and review trends.
4. Inspect plant equipment; report any failures or operating difficulties to appropriate staff; initiate work order for equipment repairs.
5. Operate treatment plant vehicles and stationary machinery as required in a safe and efficient manner.
6. Collect samples and perform basic laboratory tests and analysis.
7. Assist the Plant Operator II, as needed.
8. Maintain plant units and assigned area in a clean and orderly manner.
9. Maintain appropriate records and logs.
10. Receive calls for service from the public and mobilize staff, as required, to respond to service calls.
11. Learn safe work practices; learn and observe all appropriate safety precautions as required by the District.
12. 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 Supervisor.
13. Communicate clearly and concisely, both orally and in writing.
14. Work variable shifts, overtime, on-call, weekends, and holidays as assigned.

15. Interact positively with the public.
16. Perform related duties as required.

**DESIRED KNOWLEDGE, EXPERIENCE, SPECIFICATIONS, AND EDUCATION:**

General Knowledge:

- Modern wastewater treatment principles, methods, and practices.
- 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.

Specific Knowledge:

- Learn the principles and practices necessary in the operation of a wastewater treatment plant including the operation and maintenance of plant machinery; learn to make routine repairs and adjustments to motors, pumps and other equipment, learn to operate a personal computer to track plant operation data; learn to read meters and gauges correctly and to act quickly and competently when corrective action is required; understand and carry out oral and written instructions; and learn to collect laboratory samples and perform basic laboratory tests.

For the position of Plant Operator I, Ability to:

- Intermittently sit at desk while computing results of tests and making log entries; stand while obtaining samples; walk, bend, squat, climb, and kneel while checking equipment; perform simple and power grasping, pushing and pulling, fine manipulation; lift or carry weight of 25 pounds or less; and occasionally lift or carry weight of 50 pounds or less.
- Learn the use and operation of a variety of plant equipment.
- Learn routine wastewater sampling and control test procedures.
- Recognize and report unusual, inefficient, or dangerous operating situations.
- 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 one year's experience working with mechanical equipment and tools is preferred.

Education:

- Equivalent to the completion of the twelfth grade is required.

Licenses and Certification:

- State of Indiana Municipal Class I (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.

Sensory 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 and may be exposed to airborne particles and toxic or caustic chemicals. The employee frequently works near moving mechanical parts and in outside weather conditions.