

Pinetop-Lakeside Sanitary District
POSITION DESCRIPTION

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| <i>Position Title:</i> Treatment Plant Operator I | <i>Grade Pay:</i> II |
| <i>FLSA Status:</i> Full-time Nonexempt | |

GENERAL PURPOSE

Performs a variety of semi-skilled work in the operation, maintenance and repair of wastewater treatment plant and composting facilities.

SUPERVISION RECEIVED:

Works under the general supervision of the Operations Supervisor.

SUPERVISION EXERCISED

None generally.

ESSENTIAL FUNCTIONS OF THE JOB

- Perform all activities in a manner that provides safety for all employees, equipment and the public.
- Monitors and reports the performance of all processes and equipment in the treatment plant and compost facility.
- Manage documents, emails and other District records within the employee's scope of work in compliance with the District's public records and record keeping policies and Arizona Law, including the segregation and preservation of public records.
- As directed, performs operational changes, maintenance and equipment repair activities for the treatment plant and composting facility.
- Reports to supervisor status of supplies required for continuous operations.
- Operates heavy equipment necessary for loading and moving compost and other related material.
- Collects samples in accordance with approved procedures.
- Maintains cleanliness of plant and compost facilities.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- May perform laboratory analyses for process control purposes.

- Weekend, holiday and emergency duties as assigned for operation and maintenance of the facilities.
- Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent
- (B) One (1) years of experience in a wastewater utility, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, methods and procedures used in operation and maintenance wastewater treatment and composting activities.
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to work safely; Ability to communicate effectively verbally; Ability to understand and carry out written and oral instructions; Ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

Must hold and maintain a valid Commercial Driver's license.

Must hold a current Wastewater Treatment Plant Operator Grade I certification or able to obtain within one year of hire. Must obtain training for First Aid, CPR and Confined Space.

TOOLS AND EQUIPMENT USED

Motor vehicle, front end loaders, generators, pumps, gauges, common hand and power tools, shovels, wrenches, mobile radio, phone, calculator, and a variety of lab equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally

required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes, risk of electrical shock, and vibration. The employee is frequently exposed to airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and job related tests may be required. The District may perform and require that all new hires undergo a criminal background check, reference check, education verification, drug test (for safety sensitive positions only), physical exams and provide proof of a valid driver's license and insurance.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District views integrity as a necessary value that its employees uphold and incorporate into their job performance.

Approval: _____ Approval: _____

Supervisor

Appointing Authority

Effective Date:
History: 4/2023

Revision