



# Job Vacancy

## Waste Water Treatment Plant Operator Public Utilities Department

**Job Description:** *To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**JOB SUMMARY:** Under regular supervision, operates, inspects, and maintains equipment and systems as required for the efficiency and effective operation of the wastewater treatment plant. Performs clerical, custodial, and grounds keeping duties as required.

### **ESSENTIAL JOB FUNCTIONS:**

- Inspects and services pumps and other equipment related to plant operations; cleans various machinery including weirs, chlorine contact chamber, bar screens, clarifiers, etc. on a regular basis.
- Conducts water and wastewater analyses as required by Federal and State regulations.
- Assists in performing any necessary repairs of plant equipment.
- Performs general clerical tasks in support of the overall wastewater treatment plant operations, which may include maintaining inventory of office supplies, initiating purchase orders, managing incoming invoices and receipts, and contacting vendors.
- Performs general custodial tasks in laboratory and office facilities; maintains a clean and orderly work environment.
- Performs various landscaping duties in the maintenance of surrounding grounds, including cutting grass, removing weeds, disposing of debris and refuse, etc.
- Collects routine water samples, performs specified tests, records results, and reports any irregularities.
- Prepares and submits reports and records required by the department and regulatory agencies.
- Interacts and communicates with a wide variety of individuals and groups in the performance of duties such as the immediate supervisor, other City personnel, co-workers, general public, utility companies, etc.
- Lubricates, adjusts, and repairs pumps and related equipment as necessary.
- Inspects pressure valves and other equipment to ensure proper operation and maintenance; turns and/or adjusts pumps as required.
- Keeps maintenance records.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
- Knowledge of the methods, procedures, and policies of the Department as they pertain to the performance of duties of the Wastewater Systems Operator 1.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the standard tools, materials, and practices of the industry.
- Knowledge of the materials, tools, and equipment used in the maintenance of buildings and grounds.
- Is capable of strenuous manual labor as necessary to perform daily routine tasks.
- Knowledge of the occupational hazards of the industry.

- Knowledge of safety rules and regulations of water and wastewater treatment facilities and is able to comply with those rules and regulations.
- Knowledge of plant laboratory operations and is capable of performing routine water and wastewater sample analyses, detecting any irregularities.
- Knowledge of the required chemicals used in operations and uses and controls such chemicals in a proper and effective manner.
- Knowledge of the terminology used within the department.
- Knowledge of the use of computers for data and word processing.
- Ability to maintain and use various tools and machinery in a safe and efficient manner.
- Ability to inspect plant machinery and mechanical equipment, and to detect flaws and/or defects in operation.
- Ability to work in adverse environmental conditions, such as extreme cold or heat, smoke, dust, wetness, humidity, etc.
- Ability to offer assistance to co-workers and employees of other departments as required.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to use mathematical skill to handle required calculations.
- Ability to read and interpret written requests, work orders, and technical materials pertaining to the responsibilities of the job.
- Ability to prepare required reports and records with accuracy and in a timely manner.
- Ability to maintain effective relationships with co-workers and personnel of other departments through contact and cooperation.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

High School Diploma or GED equivalent plus two (2) years of experience as an operator in a water or wastewater treatment facility, or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Must possess a valid South Carolina Driver’s License.

Must possess or obtain a South Carolina Grade "D" wastewater treatment certification within one (2) years of hire date.

The City will pay for three (3) attempts to obtain certification.

**Application for Position: Applicants interested in this job opportunity may apply online at [www.lancastercitysc.com](http://www.lancastercitysc.com) (employment tab) Position Open Until Filled. EOE.**

**Position May be Subject to the Following Background Checks      Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical**

| Grade | Salary Range       |  |
|-------|--------------------|--|
| 206   | \$15.33 to \$19.16 |  |