



## **JOB DESCRIPTION**

**JOB TITLE:** Wastewater Analyst Class 3 (Non Exempt)

**REPORTS TO:** Wastewater Superintendent

### **MISSION:**

To operate, service, and maintain a Class 3 Wastewater Treatment Plant which meets or exceeds state and federal NPDES permits requirements.

### **SUMMARY:**

Produce a clean/quality water effluent prior to discharging to Bay Creek. Remove waste materials which could create a demand on the receiving stream and possible pollution and health hazards. Perform a variety of semi-skilled and technical maintenance work in the operation, maintenance and repair of the Wastewater Treatment facilities and systems.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Performs daily rounds at the plant by visually checking equipment, chemical levels, logging readings and orders, logging visual checks, and changing filters. Monitor digester and clarifier levels periodically, log findings and makes purchasing and process control recommendations.
2. Operates plant equipment by performing the daily run calculations for the Aeration basin, calibrating all portable meters and on the sodium hypochlorite and the sodium hydroxide systems. Performs equipment maintenance as required by Operations Tasks Lists.
3. Performs process controls by collecting various samples from different locations in the process as required by state, testing plant processes and making physical changes to the plant equipment to obtain maximum efficiency. Evaluates systems and processes, and makes recommendations for improvements.
4. Monitors chemical systems by weighing and adding chemicals to the sodium hypochlorite and sodium bisulfite systems daily, maintaining and repairing chemical feed systems, and ensuring chemical orders and deliveries are made as needed.
5. Performs ground and building maintenance by maintaining lawns, removing trash and debris, painting, emptying trash, changing light bulbs, cleaning restrooms, break areas and floors.
6. Perform other duties as required, including occasional operating, testing, maintenance and repair tasks. May be called upon to assist other divisions within the Utilities.
7. Clean and maintain clarifiers, headwork's, bar screens, aeration basins, splitter boxes, and chlorine contact basins.
8. Communicate with others, orally and in writing, within and outside of City, in a respectful, appropriate manner.
9. Prepares and present oral and written reports.
10. Ensure all phases of the wastewater treatment process are in accordance with applicable standards.

### **Biosolids Handling and Removal:**

1. Transfer biosolids from digester to drying beds.
2. Mix and monitor concentration of solids and polymer going to beds.

3. After drying, clean beds with Bobcat and dump solids in container for removal to landfill.
4. Prepare beds with sand for next cycle.
5. Sample and test solids as needed for permit.
6. Maintain records of all biosolid inventory.

**Laboratory Testing and Sampling:**

1. Perform laboratory testing and sampling of Treatment Plant processes.
2. Prepare reagents and calibrations.
3. Prepare distilled water and electrolytes.
4. Perform quality control test/ assurance tests.
5. Maintain records and calculations on tests.
6. Prepare chemicals and chemical agents.

**Equipment Maintenance:**

1. Assist in trouble shooting, preventive maintenance, and repair of plant equipment.
2. Contact proper personnel for repair of equipment.
3. Maintain all equipment required in plant operation.

**Building and Grounds Maintenance:**

1. Perform janitorial duties at all buildings
2. Perform building repairs and painting.
3. Oversee all grounds maintenance.

**Record Keeping:**

1. Maintain treatment plant records.
2. Maintain plant equipment and supplies inventory.
3. Keep daily weather reports.
4. Perform computer input.
5. Assist in O&M updates.
6. Write and update plant procedures as needed.

**Miscellaneous:**

1. Ability to enter confined spaces.
2. Serve as acting Department Lead as necessary.
3. Perform on call/call outs as rotation requires, and resolve problems of high water levels, power outages, pump and motor failures.

Other duties may be assigned by Superintendent.

**This is a representative sample - - not to imply a complete listing of responsibilities and tasks.**

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

1. Must have high school diploma or general education degree (GED); and one year of experience in wastewater or related field; education may be substituted for experience.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before groups.
3. Ability to work with fractions, percentages, ratios, and proportions.
4. Must have a Georgia Wastewater Treatment Plant Class 3 license or higher or be able obtain one within one year of employment.

5. Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;
6. Ability to perform process control calculations; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, and other departments and the public; Ability to understand and carryout written and oral instructions.
7. Must provide a valid Georgia drivers license.
8. Must have own transportation to and from work.
9. Ability to use an intermediate level of problem solving to deal with non-routine situations.
10. Skill in operation of some of the listed tools and equipment. Such as trucks, generators, pumps, gauges, common hand and power tools, shovels, rakes, wrenches, detection devices, mobile radio, phone, calculator, a variety of lab equipment, computers, security equipment, testing instruments, air compressors, hydraulic motors and bobcat equipment

### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand; use hand to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The physical requirements of the job require the ability to lift 50 pounds and on those occasions where lifting requirements may be higher, employee is required to notify supervisor of the need for assistance.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to wet and/ or humid conditions and fumes or airborne particles. The employee occasionally works in high precarious places and is occasionally exposed to toxic or caustic chemicals, extreme heat, risk of electrical shock, and vibration. The employee may work in confined spaces. Employee may work in an environment with loud noise levels.

### **Other:**

1. As an absolute condition of employment, employees are required upon hire to take a pre-employment drug screening test.
2. The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to absences or relief, to equalize peak work load periods or otherwise to balance work load.
3. Following an offer of employment, prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the Utility Commission. Satisfactory clearance to perform essential job functions will be required for employment.

**\*Note: Operator Class is based on the certification level individual earned through the State of Georgia certification process.**