

**City of Tega Cay, South Carolina**

**Job Description – October 2017**

**Job Title: Wastewater Treatment Plant Operator**

**Utility Department**

**General Statement of Job**

Under limited supervision, must possess the required skills, knowledge and ability to operate equipment in order to properly maintain the wastewater treatment plants. Serves on call for issues that may arise after hours and on weekends. Ensures that all safety equipment is used properly and safety procedures are followed. Reports to the Utilities Director.

**Specific Duties and Responsibilities**

**Essential Job Functions**

Control equipment and monitor processes that remove or destroy harmful materials, chemicals and microorganisms from wastewater.

Prepares inspection sheets, logs, and flow charts; prepares daily reports of analysis and test results for laboratory and regulation agencies; maintains records; enters data to computer.

Completes lab testing to ensure that the processes are working correctly.

Keeps records of water quality and other indicators.

Operate, inspect and maintain pumps and motors that move water and wastewater through filtration systems.

Perform maintenance on valves, pumps, gauges, blowers, generators and other equipment as necessary.

Determines and performs sludge wasting from aeration basin and aerobic digester.

Performs routine cleaning of equipment, grounds, and work areas.

Performs preventative and corrective maintenance on equipment; assists in repair of equipment, including lift stations.

Collects samples and completes chemical tests/analysis such as biochemical oxygen demand, dissolved oxygen, suspended solids, biomonitoring, and pH of in-process treatment of water/wastewater; Calculates chemical dosages and adds chemicals to maintain proper pH in aeration basin.

Tends influent pumps, blowers, feed pumps, dry and wet chemical feeders, aerators, telescopic settings, wet well, and other equipment used to decontaminate wastewater; reads and records effluent flow meter.

Inspects and cleans filters, tanks, clarifier weirs, and bar screens.

Performs other duties as assigned.

**Minimum Training and Experience**

Requires high school diploma or GED equivalent supplemented by two to five years of experience in wastewater treatment, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a minimum class "D" Biological Wastewater Operator license with the South Carolina Environmental Certification Board. A valid driver's license also required.