



## NORTHERN MORAIN W R D

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### JOB DESCRIPTION

#### Lab Technician / Wastewater Operator

Effective Date: 08.16.22

FSLA Status: Non-Exempt

Pay Range: Unit 1 Grade 7; (Effective 05.10.22 is \$23.87 – \$28.09 - \$32.37)

#### Nature of Work:

Primary duties will include the collection and analysis of wastewater samples, along with data entry, clerical and facility maintenance and may vary from day to day. Basic lab experience is required. Work involves assisting in the operation, repair and maintenance of equipment and the monitoring, sampling and control of the District's wastewater treatment facility.

Work also involves responsibility for the operation, repair and maintenance of equipment and the monitoring, sampling and control of the District's wastewater treatment facilities, comprised of the collection system and treatment plant. Work also involves plant checks, troubleshooting and repairs of equipment, associated record keeping, compliance report preparation and compliance sampling as needed. Work also includes the adjustment of treatment processes to ensure compliance with applicable water quality standards and the preparation of operating records and reports. Work includes the operation of motorized equipment and the expenditure of heavy physical labor. WWT Facility Operators may be assigned as a Lead Worker for individual assignments, operations or programs. Work is performed under the supervision of the Districts Superintendent or Manager who reviews work through observation and reports for results obtained, including completeness, accuracy and workmanship.

#### Examples of Essential Job Functions:

Performs facility checks to ensure that proper treatment is being provided, including routine lab analysis of wastewater samples for process control and EPA reports; monitors and adjust chemical feed rates, pumping levels; solids inventories; clarifier sludge blanket levels; aeration systems; flow metering and monitoring equipment; pumping stations and storage tanks; sludge thickening and dewatering equipment; maintains and operates SCADA systems; enters data into computer systems for analysis and reporting purposes; ensures compliance with all applicable requirements; ensures security of all District facilities. Operates various types of equipment and performs a variety of tasks in the maintenance, operation, repair and construction of the wastewater collection and treatment systems or similar facilities.

Acts as a back up to office staff, meeting customers, receiving and processing payments, answering phones and providing excellent customer service.

Handles customer concerns and problems; distributes various notices to customers; provides public information and participates in public education through facility tours; performs other related miscellaneous duties.

Assists in developing, operating and maintaining computerized maintenance management and GIS systems.



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Assists in the inspection, maintenance and monitoring of all equipment at the District's wastewater treatment collection, conveyance and treatment facilities; troubleshoots and makes subsequent repairs.

Maintains inventories of treatment chemicals; orders chemicals and related supplies; prepares or assists in the preparation of operational reports.

Prepares and files various reports of work accomplished; prepares vendor and procedure lists; maintains equipment parts orderings lists; orders parts; proposes budgetary items.

Performs chemical changes and safely handles dangerous chemicals.

Operates various types of equipment and performs a variety of tasks in the maintenance, operation, repair and construction of the wastewater treatment system.

Operates a wide variety of equipment and vehicles of various classifications as qualified and assigned including dump trucks, tractors, vacuum sewer cleaning machines, saws, mowers, loaders, generators, pumps, backhoes, and other equipment; operates various hand and power tools; performs snow and ice control duties.

Performs operations, maintenance, construction and repair of the wastewater collection system, including debris removal, cleaning and televising of those systems. Performs JULIE locates.

Cleans, sweeps, washes and performs maintenance and repairs in the public buildings and wastewater facilities; cleans and conducts preventative checks and maintenance of vehicles and equipment used.

Performs landscaping activities including mowing grass, seeding, fertilizing and sweeping, raking grounds, planting and trimming trees and shrubs, and general gardening; performs landscaping after construction or repairs to restore and replenish topsoil; rakes, grades and seeds the area as needed.

Performs roadway restoration and repair tasks, including mixing and pouring concrete, asphalt repair and replacement, sidewalk and curb repair and replacement associated with collection system repairs

Cleans and makes minor repairs to tools and equipment, including lubricating equipment and sharpening tools.

Ensures that equipment is used safely and in accordance with standard procedures and precautions.

Performs heavy physical labor loading and unloading trucks and attaching and detaching accessories to equipment such as plows and spreaders.

Responds to customer calls regarding service problems, back-ups and pump system outages; evaluates and corrects situation, communicates with the public and explains findings to supervisor.

Responds to emergency situations caused by severe weather, electrical services outages or other disruptions; evaluates and corrects situation, communicates with the public and explains findings to supervisor.

Performs compliance-sampling tests; assists others in related departments when necessary.

Maintains availability for emergency call back status.





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Provides effective and efficient customer services, promotes, and maintains responsive community relations.

Follows safe work practices.

### **Other Job Functions**

Performs related duties as assigned.

### **Requirements of Work**

Graduation from high school (or GED) including or supplemented by courses in the treatment and maintenance of wastewater plants or related area; experience in work which provides a familiarity with the trades and equipment used in wastewater treatment facilities and operations; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills:

Two years of prior wastewater or lab experience is preferred.

Some knowledge of the principals and practices involved in the operation and maintenance of wastewater collection, conveyance, treatment and disposal systems.

Knowledge of the occupational hazards and safety precautions necessary to the proper execution of assignments.

Ability to recognize operational problems and take corrective action.

Ability to diagnose equipment malfunctions.

Ability to read, interpret, and work from schematics and maintenance manuals.

Ability to maintain work records.

Ability to understand and follow oral and written instructions.

Ability to learn a broad range of operational skills.

Ability to establish and maintain effective working relationships with others.

Physical strength and agility sufficient to perform relatively heavy manual work.

Skill in the use of a variety of tools and equipment required by the work.

### **Necessary Special Requirements**

Ability to read and understand complex laboratory analysis procedures, perform routine math equations using a hand calculator and ability to use computers and MS Office programs such as Word, Excel and Outlook.



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Class “B” Commercial driver’s license, with tanker and air brake endorsements.

A Class 4 Wastewater Treatment Plant Operators License, or ability to obtain within one year.

IDOT Flagger’s Certificate

Ability to use respirator and SCBA 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, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand, talk, and hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision ability required by this job includes 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 in outside weather conditions. The employee is frequently exposed to noisy environments, tight, dusty, sewage, and sludge containing spaces, fumes and vibration.



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