

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
WASTEWATER PLANT OPERATOR

- 1. JOB TITLE:** WASTEWATER PLANT OPERATOR
- 2. DEFINITION:** The Wastewater Plant Operator performs skilled work in the operation of the Wastewater Treatment Plant, under the direction of a Supervisor or Senior Operator. All employees are responsible to the Director and to the City Manager. The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having an occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment, post-offer physical abilities test and examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.
- 3. EQUIPMENT / JOB LOCATION :**
 - a. This position requires the use of hand tools, laboratory equipment, calculators, personal computers, vehicles and the manipulation of machinery.
 - b. The primary job location is the Wastewater Treatment Plant. All City facilities and vehicles are smoke-free locations. The employee will be exposed to inclement weather, biological, chemical, electrical and mechanical hazards.
- 4. ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Checks various operational parameters in the plant; reports process and equipment status to supervisor; make adjustments as directed.
 - b. Collects samples in the plant and runs limited routine test.
 - c. Makes legible and correct entries in English in logs, charts and records both manually and by computer keyboard.
 - d. Assists in overhaul of equipment.
 - e. Calibrates and adjust chemical feeders.
 - f. Performs basic reporting, record keeping and mathematical calculations, and communicates with supervisors, co-workers and the public in English, orally, and in writing.
 - g. Detects and responds to odors and colors indicative of hazardous gases, upset processes, and laboratory test points.
 - h. Senses by touch and responds to mechanical problems as evidenced by vibration and/or temperature.
 - i. Detects and responds to alarms and indicators of equipment malfunctions in normal aural range.
 - j. Reads gauges, dials, equipment information plates, charts, and manuals and makes adjustments requiring depth perception.
 - k. Uses hand tools, calculators, keyboards and laboratory equipment and manipulates machinery.
 - l. Loads chemical feeders, some of which may require lifting 100 lbs. to chest height.
 - m. Using industrial water hoses, washes down equipment and performs general

cleanup duties.

- n. Removes and replaces manhole covers weighing as much as 150 lbs.
- o. Climbs and works off ladders while doing equipment maintenance.
- p. Climbs up and down approximately 70 feet of stairs while carrying tools, samples and/or equipment weighing as much as 30 lbs.
- q. Manipulates tools, valves and chemical containers.
- r. Demonstrates a good work ethic, including a willingness to perform job place tasks and to assist co-workers without redundant directive.
- s. Establishes and maintains effective working relationships with supervisors, co-workers and the public.
- t. Exercises independent judgment within the limits of the position.
- u. Must be able to perform job duties as described on essential functions addendum.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED :

Performs additional duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. A diploma from an accredited high school or the equivalent of a GED is required.
- c. Must have legal authorization to work in the United States.
- d. Must submit to and pass a drug screen test upon offer of employment.
- e. Must have a driver's license valid in the State of Tennessee.
- f. Must be able to perform mathematical calculations with fractions, decimals, percentages and the metric system.
- g. Must be able to:
 - 1.) Lift 100 lbs. to chest height
 - 2.) Raise and roll a standard manhole cover
 - 3.) Drag 100 ft. of one-inch water hose filled with water
 - 4.) Climb a ladder to a height of twenty feet
 - 5.) Detect audible alarms and indications of equipment malfunction
 - 6.) Detect colors used to indicate equipment status and test endpoints
 - 7.) Climb approximately 70 vertical feet of stairs while carrying 30 lbs.
 - 8.) Eyesight adequate to accurately read gauges and dials
 - 9.) Detect and respond to odors and colors indicative of hazardous conditions or process conditions
- h. Must be able to operate various hand tools, including but not limited to, wrenches, pliers, hammers, alignment and pry bars, jacks, etc.
- i. Must be able to comprehend both oral and written instructions, communicate in English, both orally and in writing.
- j. Demonstrate a general knowledge of plant operation and process terminology.
- k. Demonstrate good workmanship, performing tasks neatly and in a timely manner.
- l. Demonstrate good habits of personal and workplace cleanliness.
- m. Must be able to report on time for work and perform the duties of the position for an entire shift for the entire workweek and to perform occasional overtime. May be required to work evening, night, weekend, and/or standby shifts.
- n. Good human relations skills with the ability to establish effective working relationships with supervisors, co-workers and the public.
- o. Training in wastewater or experience in the operation of a treatment plant is

preferred.

- p. Must be able to pass a physical examination and abilities test/post offer screen for employment.

Non-Exempt

Safety Sensitive

September 24, 2004

**ESSENTIAL FUNCTIONS ADDENDUM
MURFREESBORO WATER AND SEWER DEPARTMENT
WASTEWATER PLANT OPERATOR**

Employees in this position work variable hours. They will be required to work 40 hours per week and overtime may be required. The Wastewater Plant Operator is under the supervision of a supervisor or senior operator. Employees in this position assist in routine maintenance and overall functioning of the machinery and equipment in the plant. This position requires the following activities including, but not limited to, bending, stooping, squatting, kneeling, lifting, pushing, pulling, carrying and ambulating on various terrain. The Wastewater Plant Operator is also exposed to loud noises, mechanized, equipment, dirt, dust, rain, sleet, snow, rough terrain, chemicals, low or no light conditions. The Wastewater Plant Operator is also responsible for operating vehicles, light equipment and various tools.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the workday.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the workday.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 66% of the workday.

Constantly – suggests the employee is required to perform tasks 33 or more repetitions per hour, or greater than 66% of the workday.

<u>Lifting</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#		X		
20-50#		X		
50-75#	X			
75-100#	X			

<u>Push/Pull</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#		X		
<20-50#		X		
50-75#	X			
75-100#	X			
>100#	X			

Depending on the job duties for the day, the Wastewater Plant Operator may have to perform lifting, pushing or pulling on a more or less frequent basis. However, job duties may change throughout the week depending on the needs of the Water Department.

Bending/Squatting/Twisting – Is required frequently through the day depending on the workload. A combination of all 3 components may be needed to maintain and construct overhead and underground electric distributions in awkward positions.

Pushing/Pulling – Is required occasionally through the day when moving 55 gallon drum with aid of a dolly. Also required when pulling water hose.

Lifting/Carrying – Is required occasionally for lifting/carrying fluoride or sand bags. Employees lift and carry hand tools, shovels, water hoses, manhole covers and basic laboratory equipment.

The following items were weighed and can be lifted, carried, pushed, or manipulated in a fashion using all 4 components:

<u>Item</u>	<u>Weight</u>
Bag of Salt	40#
Bag of Sand	100#
Valve Wrench	33#
Valve Wrench with Box	91#
6” hose (empty)	71#
Buckets of Lubricant	42#

Employees are able to get help with lifting heavy objects and are encouraged to if an object weights over 100#'s.

Standing/Walking – Is required constantly throughout the day depending on the workload.

Reaching – Is required occasionally throughout the day depending on the workload.

Manual Dexterity/Gripping/Fine Motor – Performed occasionally throughout the day, especially with the use of hand tools.

Climbing – Required frequently throughout the day when using stairs to move from one area of worksite to another.

Overhead activity – Required occasionally during the day depending on the workload.

Driving – Required rarely throughout the day when using tow motor.

Kneeling – Can be required rarely throughout the day depending on the workload.

Squatting – Can be required occasionally throughout the day depending on the workload.

Sitting – Can be required occasionally throughout the day.

Tools handled:

Wrenches
Pliers
Hammers
Screwdrivers
Shovels
Electric Drill
Valve Wrench
Broom / Mop

Work Conditions

Exposed to:

Hot temperatures
Cold temperatures
Loud noises
Slippery surfaces
Dust
Dirt
Rough terrain
Chemicals
Low or no light conditions
Confined spaces
Moving machinery
Raw water

Physical Ability Needed to perform the Following Positions:

Walking
Squatting
Bending/Crouching
Stooping
Hand gripping
Twisting
Hand-eye coordination
Pushing/Pulling
Lifting/Carrying
Reaching
Overhead activity
Climbing
Driving
Kneeling
Ambulate on uneven terrain

Addendum
September 16, 2004