



Job Title:	Water Reclamation Operator II (Promotable from Water Reclamation Operator I)	Department:	Operations
Reports To:	Water Reclamation Operations Supervisor	Location:	Coneross Creek WRF
FLSA Classification:	Non-exempt	Status:	Full-time
Date:	March 7, 2018	Direct Reports:	0
Revised:	March 17, 2021	Grade:	NE-4

Position Summary

Operates, monitor, maintain and troubleshoot the water reclamation facility to include all liquid and solid process trains. Works under general supervision of the Water Reclamation Operations Supervisor.

Position Responsibilities - Essential

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.

Walks through plant and performs visual inspections of all pumps and other equipment. Checks the oil levels in all equipment.

Monitors control panels and adjusts valves and gates to regulate flow of sewage.

Observes variations in operating conditions, interprets meter and gauge readings, tests results to determine load requirements, and confers with Operations Supervisor on same.

Starts and stops pumps to control settling, aeration, and biosolids digestion processes.

Confers with maintenance personnel on routine operations and maintenance needs as necessary.

Collects and preserves wastewater samples, using dipper or bottle, and conducts laboratory tests to include total residual chlorine (TRC), total suspended solids (TSS), biochemical oxygen demand (BOD), Fecal, pH, ammonia, nitrogen, and phosphorus tests as directed. Obtains sample from influent, effluent, clarifiers, aeration basin, and return biosolids. Also measures temperature, rainfall, creek depth, and biosolids blanket thickness.

Monitors plant processes, using portable DO and pH meters. Records results, and makes adjustments as necessary.

Adjusts equalization tank valve to regulate wastewater flow through the treatment plant.

Reads charts, flow meters, and gauges to detect equipment malfunctions.

Reads and adjusts flow rates and adjusts disinfection and dechlorination feed rates to flow rates.

Monitors SCADA.

Removes obstructions, such as coarse materials from bar-screens, to accelerate influent through initial screening process.

Cleans clarifier weirs and flumes.

Operates and adjusts biosolids dewatering presses and other associated equipment.

Operates backhoe loader and dump trucks to remove biosolids.

Monitors pH and temperature at various process locations in the plant using field instruments.

Monitors alarms and communication systems with remote lift stations.

Maintains records of tasks completed, new developments, meter readings, sampling analyses results, and other information as necessary.

Mows grass, cuts weeds, sweeps and mops surfaces, and performs other custodial or maintenance duties at all locations at the facility.

Must work nights, weekends, holidays, and/or during inclement weather events due to business necessity.

Serves on call 24 hours a day as scheduled and responds to emergency situations as necessary.

Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

Position Responsibilities - Non-Essential/Other

Adheres to the Authority's safety program and regulations.

Performs other related duties as required.

Core Competencies

DATA INVOLVEMENT:

Requires copying, transcribing, entering or posting data or information on inspection forms or electronic devices; operating Computerized Maintenance Management System (CMMS) applications, Supervisory Control and Data Acquisition (SCADA) systems, Microsoft applications, Adobe Acrobat, and other such programs.

PEOPLE INVOLVEMENT:

Requires effectively communicating with people in person, by phone, in writing, or using a computer to convey or exchange information of a technical nature; there will be occasional interaction with the public by fielding phone calls, assisting with site tours, etc.

INVOLVEMENT WITH THINGS:

Requires using a motor vehicle, pumps, presses, dump truck (non-CDL), laboratory equipment, safety equipment and devices, setting up and operating a wastewater sampler, and using other specialized equipment that that requires extended training and experience; may involve calibration and testing of devices.

REASONING REQUIREMENTS:

Requires understanding and strictly adhering to industrial processes and wastewater technologies, sampling methods, analytical procedures, recordkeeping, flow measuring, and safety/security requirements.

MATHEMATICAL REQUIREMENTS:

Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes, and/or computing flow, concentration, and percentages.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, schematics, plans, manuals, and charts to solve practical problems. Responsible for composing routine reports and specialized reports and forms with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

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Requires doing clerical, manual, or technical tasks prescribed by standard practices, but which may require computation, the use of several procedures simultaneously, and the use of independent judgments with obvious choices; requires acute attention to detail in order to obtain accurate results.

Essential Skills and Experience

VOCATIONAL/EDUCATIONAL PREPARATION:

Varies based on specific job experience in the biological wastewater treatment field. Associate’s Degree in chemistry, biology, environmental science, or a closely related field or high school diploma, GED, or equivalent.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess and maintain a valid SC Driver's License.

Must complete various workshops and training seminars to remain abreast of requirements and developments in wastewater as necessary.

Must possess and maintain a Biological Wastewater Operator Level “B” license as issued by SC LLR.

Optional - WEASC VCC Collection System Class “D” license.

May be required to obtain additional training, education, and/or certifications as required by management.

EXPERIENCE REQUIREMENTS:

Three (3) year with Associate’s Degree or higher or four (4) years of experience with high school diploma, GED, or recognized equivalent.

Physical Demands and Working Conditions - ADA Guidelines					
Posture Requirements	N/A	1 – 25%	26 – 50%	51 – 75%	76 – 100%
Balancing		X			
Bending			X		
Climbing		X			
Crawling		X			
Crouching		X			
Driving			X		
Kneeling			X		
Reaching			X		
Sitting			X		
Standing				X	
Twisting		X			
Walking					X
Environmental Conditions	N/A	1 – 25%	26 – 50%	51 – 75%	76 – 100%
Cramped Area		X			
Dust		X			
Fumes/Odors			X		
Hazardous Chemicals		X			
Hot/Cold Temperatures		X			
Outdoors					X
Noise					X
Concrete Floor					X
Vibration					X

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Teamwork					X
Stress			X		
Confined Space Entry	X				
Wastewater Exposure					X
Electrical Hazards				X	
Mechanical Hazards				X	
Trenching and Excavation	X				
Oral Communication					X
Written Communication					X
Reading					X
Dexterity Requirements	N/A	1 – 25%	26 – 50%	51 – 75%	76 – 100%
Coordination			X		
Foot Pedals				X	
Picking		X			
Handling			X		
Wrist Motion			X		
Lifting Heights		X			
Lifting Requirements					
10 pounds or less					X
11 to 20 pounds				X	
21 to 50 pounds			X		
51 to 100 pounds		X			
> 100 pounds	X				
Pushing/Pulling Requirements					
12 pounds or less					X
13 to 25 pounds				X	
26 to 40 pounds			X		
41 to 100 pounds		X			
> 100 pounds	X				

Definitions	
N/A	Activity is not applicable to this occupation
1 – 25%	Occupation requires this activity 1 – 25% of the time
26 – 50%	Occupation requires this activity 26 – 50% of the time
51 – 75%	Occupation requires this activity 51 – 75% of the time
76 – 100%	Occupation requires this activity 76 – 100% of the time

The OJRSA has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the OJRSA reserves the right to change this job description and/or assign tasks for the employee to perform, as the OJRSA may deem appropriate.

Employee Name Printed

Employee Signature

Date Signed

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Manager/Supervisor Name Printed

Manager/Supervisor Signature

Date Signed

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