



## Job Description – Wastewater Treatment Plant Operator

Location: Whitestown, IN

Full/Part Time: Full Time

Regular/Temporary: Regular

Reports to: Wastewater Superintendent

DNE: \$29/hr

### **Job Purpose:**

Under general supervision, the Wastewater Treatment Plant Operator performs a variety of skilled duties required for the proper operation, maintenance, and repair of the Whitestown Wastewater Treatment Plant to successfully maintain compliance with federal, state, and local regulations.

### **Essential Duties and Responsibilities:**

*Duties may include, but are not limited to, the following examples.*

- Maintain open communications with the Wastewater Superintendent, Laboratory Manager, and other personnel regarding the treatment process and daily operations.
- Operate office equipment, printers, scanners, computers, and computer software applications. Some software examples are Microsoft Office (Outlook, Word, Excel, Teams, OneDrive, SharePoint), internet browsers, Think GIS, and time keeping software.
- Communicate clearly and concisely, both orally and in writing.
- Regularly monitor the facility through reading gauges, graphs, meters, and control panels.
- Monitor and adjust the activated sludge process.
- Monitor and adjust chemical supplies and feed rates.
- Maintain and complete daily logs.  
Collect, analyze, and interpret required daily laboratory samples.

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- Perform laboratory analyses such as temperature, pH, alkalinity, COD, cBOD, BOD, TSS, VSS, TS, % Solids, TKN, NH<sub>3</sub>-N, NO<sub>2</sub>-N, NO<sub>3</sub>-N, PO<sub>4</sub>-P, TP, DO, ORP, E.coli, Sv30, UVT, NTU, and microscopic analysis.
- Operate, maintain, troubleshoot, and repair all equipment required to achieve effluent discharge requirements and to maintain compliance with federal, state, and local regulations, such as the activated sludge process, various types of automatic samplers, influent screening equipment, influent degritting equipment, decanters, mixers, finebubble diffusers, probes, sensors, blowers, tanks, UV disinfection equipment, centrifuge dewatering equipment, odor control equipment, polymer feed equipment, alum feed equipment, flowmeters, motors, pumps, conveyors, pipes, valves, valve actuators, electrical components, electrical circuits, programmable logic controllers, human machine interfaces, communication networks, network devices, and SCADA systems.
- Maintenance and general housekeeping/cleaning of equipment, machinery, tanks, vaults, probes, sensors, tools, landscaping, buildings, bathrooms, and floors.
- Operation of zero turn lawn mower, loader/tractor, backhoe, forklift, pallet jack, drum dolly, hoist, boom truck, snow blower, snowplow, pressure washer, and other equipment.
- Perform confined space entry.
- Enters data into an automated work order tracking system.
- Participate in on call/standby program and works various shifts including occasional overtime, weekends, and holidays.
- Respond to emergency calls and emergency duties during non-working hours within 30 minutes of notification, including some weekends and holidays.
- Maintain a valid Indiana driver's license.
- Assist other utility personnel as required.
- Performs other duties as assigned.

#### **Education, Knowledge, and Skills:**

- High school diploma or equivalent.
  - Knowledge of basic Wastewater Treatment principles, practices, tools, equipment, and supplies required to maintain and repair a wastewater treatment plant.
  - Knowledge of basic principles and practices of equipment servicing and repair.
  - Knowledge of basic safety practices related to the work.
  - Knowledge of basic computer applications related to the work.
  - Knowledge of basic mathematics.
  - Knowledge and ability to perform confined Space Entry.
  - Knowledge of safe driving rules and practices.
- Ability to provide a high level of customer service by professionally and effectively dealing with the public, vendors, contractors, and utility coworkers.

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- Ability to interpret and explain regulations, policies, and procedures.
- Ability to perform servicing and maintenance on a variety of stationary and mobile equipment.
- Ability to make accurate mathematical calculations.
- Ability to read maps, manuals, and specifications.
- Ability to assist in responding effectively to emergency situations and troubleshooting such situations.
- Ability to maintain accurate logs, records, and written records of work performed.
- Ability to understand and follow oral and written instructions.
- Ability to organize own work, set priorities, and meet critical time deadlines.
- Ability to establish, maintain, and foster positive and effective working relationships with Town employees.

### **License/Certificate**

- In possession of a valid Indiana Department of Environmental Management Class I Wastewater Operator License (or higher), or the ability to obtain a valid Wastewater Operator License within one year of employment.
- Possession of a valid state driver's License

### **Physical Demands/Work Environment:**

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.

### **The incumbent must possess:**

- Mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate various hand tools, to operate various power tools and construction equipment, and to operate a motor vehicle.
  - Vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.
  - The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards.
  - Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate above-mentioned tools and equipment.
  - Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect worksites.
- Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

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**Work Environment:**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing Town policies and procedures.

Please send applications and resumes to Daniel Lockhart at [dlockhart@whitestown.in.gov](mailto:dlockhart@whitestown.in.gov)