



Position: WWTP Class D Operator/Operator Trainee

Reports to: WWTP Superintendent

Summary: Tahlequah Public Works Authority is operated for the general welfare, safety, and health of the City of Tahlequah and the citizens thereof through the furnishing of adequate water, sewer, and electrical services. A Class “D” Operator or Operator Trainee for the Wastewater Treatment Department is semi-skilled work in the operations of WWTP and involves the responsibility for the operations of flow control and processing of wastewater, sludge, and effluent.

DUTIES & RESPONSIBILITIES

- Observes variations in operating conditions and interprets lab tests, meters, and gauge readings to determine processing requirements
- Inspects Plant equipment and machinery to determine that it is operating properly
- Operates treatment plan to control flow and processing of wastewater, sludge, and effluent
- Operates valves and gates either manually or by remote control; start and stop pumps, engines and generators to control and adjust flow, treatment process, and sludge digestion and disposal
- Collects wastewater samples and performs routine laboratory tests and records analysis of results on hourly, daily, weekly, and monthly logs
- Records data on gauge readings and monitoring equipment
- Assists in major repairs and installation of new equipment
- Performs routine maintenance functions and custodial duties inside and outside
- Adheres to company policies and procedures, including regular and timely attendance, appropriate dress code, and ensuring a safe work environment
- Other duties as assigned by Wastewater Treatment Plant Superintendent

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- High school graduate or equivalent
- Must possess a valid State of Oklahoma driver’s license and satisfactory driving record acceptable by TPWA’s insurance carrier
- Must complete and pass a Class D Wastewater certification through the State of Oklahoma’s Department of Environmental Quality, or working towards certification

- Must gain knowledge of chemical analysis of wastewater samples and has the ability to obtain Class “C” Wastewater Lab License within twelve (18) months of date of employment
- Basic knowledge of the operating principles and practices applicable to wastewater equipment and machinery, and/or the ability to learn such rapidly under supervision.
- Ability to receive and process written and oral instructions and ability to communicate clearly with the same skills
- Ability to learn and perform with accuracy all laboratory control tests that are compliance limits for TPWA’s Wastewater Treatment Plant according to Standard Methods for the Examination of Water and Wastewater
- Ability to work in extreme weather (hot, cold, rain, snow, etc) for prolonged periods of time
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to keep records, mathematic computations, and reporting
- Strong time management, organization, and planning skills preferred
- Willingness to comply with all applicable State and Federal Laws, as well as all Authority Policies and Procedures
- Ability to work a rotating shift that may require overtime and on-call shifts
- Performs strenuous laboring tasks for prolonged periods under extreme conditions
- Great customer service skills required
- Must be able to work on scheduled deadlines and meet those requirements

PHYSICAL REQUIREMENTS

- Moves, lifts, carries, and places materials and supplies weighing less than or equal to 50 pounds on a frequent basis without assistance
- Frequently reaches overhead and below the knees, including pushing, pulling, bending, stooping, crouching, and twisting with or without bearing weight
- Frequently required to squat, kneel, or climb
- Continuous repetitive motion with hand(s) and arm(s), such as grasping, gripping, and turning
- Stands and/or walks continuously throughout shift, rarely sitting during shift
- Visually locates materials and other objects, as well as verifies information, often in small print

WORK ENVIRONMENT

- Primarily exposed to outside work with variations in heat, cold, ice/snow, rain, dust, and humidity
- Exposure to chemicals and sewer gases in day-to-day operation
- May be exposed to different varieties of plants, animals, etc.

****THIS IS A SAFETY-SENSITIVE POSITION.**