

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

WASTEWATER TREATMENT PLANT OPERATOR

JOB DESCRIPTION

Employees in this job operate and maintain a wastewater treatment plant.

Position Code Title - Wastewatr Treatmnt Plant Opr-E

Wastewater Treatment Plant Operator 8

This is the intermediate level. The employee performs an expanding range of wastewater treatment assignments in a developing capacity under the direction of a certified wastewater treatment operator.

Wastewater Treatment Plant Operator E9

This is the experienced level. The employee performs a full range of wastewater treatment assignments and uses independent judgment to make decisions in specific work situations.

Position Code Title - Wastewatr Treatmnt Plant Opr-A

Wastewater Treatment Plant Operator 10

This is the advanced level. The employee functions as a crew leader, overseeing the work of lower-level Wastewater Treatment Plant Operators, prisoners, and or/others, and performing experienced-level Wastewater Treatment Plant Operator assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing the required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Operates and maintains wastewater treatment equipment, including pumps, conveyors, blowers, chlorinators, vacuum filters, and other equipment.

Collects samples, prepares chemicals and performs routine tests for analyses of wastewater at various points in the treatment process, and records test results.

Cleans equipment and disposes of waste byproducts.

Lubricates pumps, valves, and other parts, repairs various equipment.

Skims grease, pumps sludge, and transfers sludge from sludge tanks to drying beds.

Monitors control panels and adjusts valves and gates to regulate the flow of wastewater through treatment processes.

Reads and interprets charts, flow meters, and other gauges to determine operating efficiency.

Maintains logs, records, and reports related to the work.

Assists in training others in work techniques.

Performs related work and other tasks as assigned.

Additional Job Duties

Wastewater Treatment Plant Operator 10 (Crew Leader)

Assigns work to lower-level Wastewater Treatment Plant Operators, prisoners, or others.

Provides instruction and training in the proper methods and processes necessary to carry out the work.

Reviews job performance by observing and critiquing work techniques and completed assignments.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the operation and maintenance of a wastewater treatment plant and auxiliary equipment.

Knowledge of the methods, procedures, and equipment used in wastewater testing.

Knowledge of techniques in the field of wastewater treatment.

Ability to operate and repair wastewater treatment plant equipment.

Ability to take and record chemical tests.

Ability to maintain records and prepare reports related to the work.

Ability to respond quickly to emergencies.

Additional Knowledge, Skills, and Abilities

Wastewater Treatment Plant Operator 10

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to communicate effectively.

Ability to train and oversee the work of others.

Working Conditions

Some jobs require physically climbing platforms to inspect reactors; handling heavy hoses, pumps, and pipes.

Some jobs require direct contact with prisoners.

Physical Requirements

The job duties require an employee to climb high structures and/or ladders, and lift or move heavy objects.

Education

Educational level typically acquired through completion of high school.

Experience

Wastewater Treatment Plant Operator 8

Two years of experience assisting skilled Wastewater Treatment Plant Operators in a wastewater treatment plant.

Wastewater Treatment Plant Operator E9

Three years of experience in the operation of a wastewater treatment plant, including one year equivalent to a Wastewater Treatment Plant Operator 8.

Wastewater Treatment Plant Operator 10

Four years of experience in the operation of a wastewater treatment plant, including one year equivalent to a Wastewater Treatment Plant Operator 9.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Possession of Wastewater Treatment Plant Operator certification from the Department of Environment, Great Lakes, and Energy.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

WASTPLOPR

Job Code Description

WASTEWATER TREATMENT PLANT OPERATOR

Position Title

Wastewatr Treatmnt Plant Opr-E

Wastewatr Treatmnt Plant Opr-A

Position Code

WSTPOPRE

WSTPOPRA

Pay Schedule

A31-009

A31-012

JZ

03/17/2024