

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

WASTEWATER TREATMENT PLANT OPERATOR

JOB DESCRIPTION

Employees in this job operate and maintain a wastewater treatment plant at a residential facility or for the Base Conversion Authority, controlling the flow and processing of wastewater, and purifying water from the plant before it enters rivers, streams, or city mains.

There are three classifications in this job.

Position Code Title - Wastewatr Treatmnt Plant Opr-E

Wastewater Treatment Plant Operator 8

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

Wastewater Treatment Plant Operator 9

This is the experienced level. The employee performs a range of wastewater treatment activities using independent judgment to make decisions requiring the application of procedures and practices to 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 two or more wastewater treatment plant operators, prisoners, and others, while also performing a full range of journey-level work activities.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Operates and maintains wastewater treatment, sludge processing, and handling equipment.

Tends pumps, conveyors, blowers, chlorinators, vacuum filters, and other equipment used to treat wastewater.

Collects samples and makes routine chemical analyses of wastewater at various points in the plant process.

Cleans intake wells and drying beds, using chemicals and detergents.

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

Monitors control panels and adjusts valves and gates manually or by remote control to regulate the flow of wastewater through settling, aeration, and sludge digestion processes.

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

Lubricates pumps, valves, and other equipment; repairs parts where necessary.

Prepares the chemicals required for the testing of wastewater.

Maintains the surrounding grounds.

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

Requisitions supplies and materials.

May assist in training lower-level workers.

Performs related work as assigned.

### Additional Job Duties

#### Wastewater Treatment Plant Operator 10 (Crew Leader)

Coordinates work by scheduling assignments and overseeing the work of other Wastewater Treatment Plant Operators, prisoners, or others.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

Provides training to other Wastewater Treatment Plant Operators.

### JOB QUALIFICATIONS

#### Knowledge, Skills, and Abilities

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

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

Knowledge of laboratory equipment and its functions.

Knowledge of the methods and procedures involved in testing sludge and effluent.

Knowledge of current literature and modern techniques in the field of wastewater treatment.

Ability to make operating repairs to a wastewater treatment plant and auxiliary equipment.

Ability to take and record chemical tests of sludge and effluent.

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

Ability to respond quickly to emergencies.

Ability to maintain favorable public relations.

#### Additional Knowledge, Skills, and Abilities

##### Wastewater Treatment Plant Operator 10

Ability to organize and coordinate the wastewater treatment plant activities of a specific work area.

Ability to allocate work to other Wastewater Treatment Plant Operators, and others.

Ability to determine work priorities.

Ability to communicate effectively.

Ability to train, direct, and instruct employees.

### Working Conditions

Some jobs require physically climbing platforms to inspect reactors; handling heavy hoses, pumps, pipes; performing snow removal, field mowing.

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, including a course in chemistry.

### 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 9

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.

### Special Requirements, Licenses, and Certifications

Possession of wastewater treatment plant operator certification from the Department of Environmental Quality.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>	
WASTPLOPR	WASTEWATER TREATMENT PLANT OPERATOR	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Wastewatr Treatmnt Plant Opr-E	WSTPOPPE	A31-009
Wastewatr Treatmnt Plant Opr-A	WSTPOPRA	A31-012

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