

Saginaw Charter Township

Job Description

Position: Wastewater Treatment Plant Operator (WWTPO)

General Summary

Under the supervision of the sewer plant Superintendent or Assistant Superintendent performs various skilled and semi-skilled tasks necessary to the operation, maintenance and repairs of the Wastewater Treatment Plant, Water Pumping and other treatment facilities in the Township.

Qualifications: Possess a Certification from the State of Michigan to operate a sewage treatment works with a Class 'D' Certification.

Must be able to bend, reach, stop, stand and/or walk for extended periods on rough terrain and in all weather conditions. Must be able to traverse ladders and stairs. Must be able to lift and/or move heavy objects. Must be able to read and write reports and distinguish changes in sound. Must be able to work in Confined Spaces. Must be able to use Safety Data Sheets, LOTO, PPE, machinery and repair tools. Must be able to work with and around electricity and the corresponding testing equipment.

Typical Duties and Responsibilities:

1. Operates Treatment Plant equipment by doing such things as emptying and filling tanks, changing direction or amounts of flow, changing amount of chemical being added, and making other adjustments that have been determined through interpretation of laboratory tests, or monitoring various gauges and recorders.
2. Performs preventative maintenance, repairs and adjustments on motors, pumps, VFD's, valves, piping and other mechanical and electrical equipment in the Wastewater Treatment Plant (WWTP), Water pumping stations and other Treatment Systems within the Township. Keeps up all records on appropriate data systems and records all work done.
3. Maintains and cleans Wastewater Treatment Plant, Water Pumping Stations, other Treatment Systems and other work areas. Pull pumps, clean rag and other debris from pumps. Clean rags and other materials from bar screens. Clean valves and lines when they become plugged. Understands and uses smart phone, for calls, text, pictures and related apps.
4. In the course of repairs or the installation of new equipment, performs necessary plumbing and pipe fittings using various types and grades of materials. Works with outside contractors on installation of new

equipment, repaired equipment and repairing work as directed by supervision. All work done will be entered into our record keeping systems.

5. Conduct daily inspections of lift stations and record appropriate data. Relaying any additional needed work to supervision. Drops off correspondence to Department of Public Service (DPS), picks up any correspondence for the WWTP and refuels the truck. Drops off equipment for repairs or picks up repaired equipment and/or parts as needed.
6. On a daily basis at regular intervals checks various mechanisms, recorders, gauges, meters and SCADA systems, responsible for the measurement of such things as sewage pumped, sludge pumped, rainfall, wet well probe levels, height of gas dome, temperatures of; sludge in primary digesters, hot water pumps, boilers. Changes charts, monitors SCADA for such things as; which Equipment running, are they processing wastewater as they should. Records all data accordingly, including gas, electric, water, Ferric, Polymer, Chlorine, Sodium Thio. and bleach meters. Keeps the equipment log up to date. Records visitors and any unusual work activities in plant log book. Monitors remotes stations through computer on line monitoring and phone calls to remote dialers.
7. Performs routine laboratory tests required by Federal, State, and local Governments such as: Biochemical Oxygen Demand (BOD, CBOD), Total Suspended Solids (TSS), Total Volatile Suspended Solids (TVSS), Total Phosphorus, Fluoride and Ammonia Nitrogen, on Influent, Primary Effluents, and Final Effluent, at all discharge locations. In addition to pH, Temperature, Dissolved Oxygen, Fecal Coliform, E-Coli, Total Residual Chlorine and any new tests require by various government agencies. Including collecting samples that are sent out to outside labs for testing, completing the Chain of Custody (COC) paper work and proper labeling of all bottles and associated paperwork. Does all calculations necessary to interpret the data. Performs all QA/QC test in accordance with all appropriate governing guidance and materials.
8. Cleans Laboratory and equipment, keeps inventory of needed materials and equipment. Makes orders that have been approved by supervision. Enters all data collected from laboratory tests to the computer (digital format). Answers phone calls and directs calls as necessary.
9. Schedules visits and testing done on all permittees of the treatment plant. Reviews reports, data submissions and does on-site inspections at all permittees. Works on the Plants Industrial Pretreatment Program (IPP). Makes on-site visits to non-domestic sites as needed, keeps all records of visits and correspondence.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.