

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under direct supervision performs manual, technical and semi-technical work in the operation, maintenance, and repair of a water or wastewater treatment plant to provide quality water and wastewater services at a cost consistent with sound management practices; and performs other related assigned duties.

ESSENTIAL TASKS:

- Operates mechanical, electrical, electronic, chemical, or other process equipment, including belt filter presses, pumps, lab equipment, chemical feeders, valves, power washers, fire hoses, disinfection equipment, and Supervisory Control and Data Acquisition (SCADA) system
- Performs routine maintenance including calibrating equipment, and monitors plant processes both locally and remotely via SCADA systems
- Collects water or wastewater samples from various plant processes and analyzes water samples on specialized laboratory equipment and/or submits samples to the Quality Assurance/Quality Control (QA/QC) laboratory
- Performs jar tests and mathematical calculations, determines optimum chemical dosages, and recommends changes necessary to maintain compliance with regulatory requirements
- Monitors flow rates and makes recommended changes
- Maintains and cleans facilities, grounds, and vehicles
- Receives and assists in unloading hazardous chemicals in bulk quantities
- Documents plant data, readings, and operational records, including preparing corrective maintenance work orders for equipment failure
- Assists in safety and on-the-job training programs
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **or**
(b) Completion of nine (9) hours from an accredited college or university; **or**
(c) Or completion of the equivalent to nine (9) hours from an accredited college or university using courses listed in the Approved Educational Equivalent Credits document for substitution; **and**,
(d) One (1) year of experience as a Treatment Plant Operator I or one (1) year experience relevant to the essential tasks listed in this job description.
(e) Refer to the Treatment Plant Operator Progression Criterion Document for additional requirements.

PAY INCREASE OPPORTUNITY

This position is part of a progression family and is eligible for increases within the progression. More information can be found [here](#).

Knowledge, Abilities and Skills:

Knowledge of:

- Intermediate knowledge of the processes, techniques, and methods involved in water or wastewater treatment including discharge permit requirements
- Intermediate knowledge of the functions and operating principles of mechanical equipment used in a water or wastewater treatment plant
- Basic understanding of math, biology, and hydraulic concepts; knowledge of computer operating systems, related software applications, and the SCADA system used to control treatment plant operations

Ability to:

- Ability to navigate screens, identify alarms, and understand SCADA systems
- Ability to assist in providing training for basic treatment plant processes and equipment operation to less experienced operators
- Ability to write clearly and legibly; ability to read and follow written instructions
- Ability to react promptly and efficiently in emergency situations
- Ability to locate piping and valves for the purpose of routine switching of pump and process equipment
- Ability to courteously communicate with internal and external stakeholders while giving and receiving information

Skill in:

- Skill and ability to operate a personal computer and other office machines, as required
- Skill in intermediate mathematical calculations

Physical Requirements: Physical requirements include frequent walking, standing, balancing, bending, handling, feeling, climbing, talking, smelling, and twisting; occasional reaching, kneeling, and crawling; and vision, speech, and hearing sufficient to perform essential tasks.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Heavy Work (in some positions): Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Licenses and Certificates: Must be in possession of the following:

- Possession of a valid Class "D" Oklahoma Driver's license
- A valid Class "B" Commercial Driver's License (CDL) within ninety (90) days of hire date (*Wastewater employees only*)
- A Class "C" Water/Wastewater Operator certification issued by the Oklahoma Department of Environmental Quality (ODEQ) in both water and wastewater areas
- Hazardous Waste Operations and Emergency Response (HAZWOPER) 40-hour technician certification required at time of hire (*Water employees only*)

WORKING ENVIRONMENT: Working environment is primarily outdoors, occasionally indoors, and in inclement weather in a posted Department of Homeland Security facility, on a 24/7/365 basis. May be exposed to the following: hazardous chemicals, high voltage electrical equipment, heights, flammable



CLASS TITLE | TREATMENT PLANT OPERATOR II

PAY GRADE: LT-17 | www.cityoftulsa.org/pay

Class Code: 7540

Effective Date : 06/XX/2022

liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, rough terrains, cutting/chipping/grinding, hazardous/toxic atmosphere, sewage, damp/wet surfaces, snow/ice covered surfaces, snake and insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noises, oily surfaces, and refuse/garbage/litter.

EEO Code: N-07

Group: Labor and Trades

Series: Equipment and Plant Operations