

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

PURPOSE OF THE CLASSIFICATION: Under minimal supervision performs manual and 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
- Maintains and cleans facilities, grounds, and vehicles, including, but not limited to sweeping floors, emptying trash, and washing floors
- 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
- Acts as lead as needed
- Monitors inventory of consumable supplies and notifies supervisor when items need to be replenished or ordered
- 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 eighteen (18) hours from an accredited college or university; **or**
(c) Or completion of the equivalent to eighteen (18) hours from an accredited college or university using courses listed in the Approved Educational Equivalent Credits document for substitution; **and,**
(d) One (1) year as a Treatment Plant Operator II or one (1) year equivalent 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:

- Considerable knowledge of the processes, techniques, and methods involved in water or wastewater treatment, including discharge permit requirements
- Considerable knowledge of the functions and operating principles of mechanical equipment used in a water or wastewater treatment plant
- Knowledge and understanding of math and hydraulic concepts
- Considerable knowledge of chemical and/or biological processes and principles to troubleshoot causes of poor effluent quality
- Considerable knowledge of computer operating systems, related software applications, and the SCADA system used to control treatment plant operations
- Knowledge of applicable regulatory requirements set forth by the EPA and ODEQ

Ability to:

- Ability to navigate screens, identify alarms, and understand SCADA systems
- Ability to act as lead as needed
- Ability to understand water quality characteristics, and to make chemical adjustments
- Ability to communicate effectively both verbally and in writing
- Ability to analyze data and prepare system reports; ability to react promptly and efficiently in emergency situations
- Ability to assist in training subordinates
- Ability to approach a problem in a rational manner and troubleshoot the root cause of the problem
- Ability to understand and influence the behavior of internal and external stakeholders to achieve objectives and cause action or understanding

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*)



CLASS TITLE | TREATMENT PLANT OPERATOR III

PAY GRADE: LT-18 | www.cityoftulsa.org/pay

Class Code: 7525

Effective Date : 06/29/2022

- A Class “B” 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 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