

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

**PURPOSE OF THE CLASSIFICATION:** Under direct supervision performs manual, semi-skilled 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) systems
- 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
- 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); **and,**  
(b) Refer to the Treatment Plant Operator Progression Criterion Document for additional requirements.  
(c) *Progression to a Treatment Plant Operator II is mandatory within eighteen (18) months.*

**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:

- Good knowledge of the common practices, methods, tools, and materials of mechanical equipment
- Knowledge of computer operating systems, related software applications and SCADA

- Knowledge of mechanical maintenance principles and procedures
- Knowledge of plant processes; knowledge of the appropriate hazards and safety precautions of the industry

Ability to:

- Ability to use hand and mechanical tools and equipment
- Ability to understand and follow verbal instructions
- Ability to read and follow written instructions
- Ability to learn the methods of operation and maintenance of a treatment plant
- Ability to understand and influence the behavior of internal and external stakeholders to achieve job objectives and cause action or understanding

Skill in:

- Skill and ability to operate a personal computer and other office machines, as required
- Skill in basic 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*)
- Employees will be required to obtain Class "D" Water/Wastewater Operator certification issued by the Oklahoma Department of Environmental Quality (ODEQ) within six (6) months of date of hire
- Obtain a Class "C" Water/Wastewater Operator certification issued by the ODEQ within eighteen (18) months of date of hire

**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**