

CITY OF COLUMBIANA

JOB DESCRIPTION

Job Title: Environmental Laborer

Department: Sewer Operations

Job Description Prepared: August 2019

Salary Range: \$12.87 - \$17.82

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

RELATIONSHIPS

Reports to: Environmental Services Director

Subordinate Staff: None

Internal Contacts: All City Departments

External Contacts: ADEM, EPA, General Public, Suppliers

JOB SUMMARY

Under the direction of the Environmental Services Director, the employee is responsible for the operation of a wastewater treatment plant and the operation and maintenance of lift stations. Ensures equipment and processes are operating effectively, maintains records of operation and data for reports. Submits data and completes required documentation. Performs preventative maintenance. May assist other Public Works divisions. Ability to operate backhoe, excavator, bobcat track loader, and perform basic electrical trouble shooting.

JOB DOMAINS

A. Lift-Station Maintenance

1. Performs daily inspections of lift-stations to ensure proper operations.
2. Performs daily operational checks of the SCADA system.
3. Makes weekly rounds, records pumps hour meter readings, checks and records pumps operating amperage.
4. Resets the SCADA system on each lift-station each week.
5. Responds to alarms given by the SCADA system during work hours. Resolves all problems/alarms encountered.
6. Ensures all floats, pressure transducers, ultra sonic level transmitters, fuses,

- switches, electronics, and valves operate properly. Repairs/replaces equipment found to be malfunctioning.
7. Determines proper mixing ratio of chemicals to water for each lift-station. Adds enzymes, degreasers, and/or other chemicals as assigned/necessary.
 8. May be called upon to repair leaks in tank walls and in suction/discharge piping.
 9. Keeps bottom of tank from solids accumulations.
 10. Maintains the ready-power-on lights, the emergency lighting, and the panel lights. Replaces bulbs as necessary.
 11. Performs daily, weekly, and monthly maintenance on emergency stand-by generators. Ensures proper operation and exercise. Checks belts, oil condition and level, air filters, and coolant levels. Changes all items that require changing. Records all maintenance performs in logbook.
 12. Performs daily, weekly, and monthly checks on emergency stand-by dri-prime pumps. Ensures batteries are sufficiently charges. Ensure proper operational amperage, pumping capacity and RPMs. Records all maintenance checks in the logbook.
 13. Keeps grass and weeds cut/trimmed at lift-stations weekly or more often as required.
 14. Properly mixes and applies weed killer at lift-station to keep grass-cutting and weed eating to a minimum.
 15. Removes all grease, rags, and any other debris that would cause operational problems within the tank.
 16. Maintains the proper amount of gravel leading to the lift-station and within the lift-station to ensure proper footing. Reports any washing problems to the supervisor.
 17. Maintains the fencing around the lift-station to ensure proper security. Makes certain that the lift-station is properly labeled with warning signs. Reports any fence damage or vandalism to the supervisor.
 18. Maintain the lift-station work truck. Keeps it clean, properly serviced, and stocked with tools and replacement parts such as, but not limited to floats, fuses, bulbs, ammeter, volt meter, degreaser, fuel, phase monitors, and others.
 19. Records all maintenance performed in the lift-station log book.
 20. Reports any problems encountered to supervisor

B. Plant Maintenance

1. Maintains logbook, reads charts, records daily flows on proper record sheet.
2. Performs Daily inspection of plant equipment.
3. Performs repairs and upkeep of pumps and blowers.
4. Maintains aeration equipment; ensures the air diffusers are operating and checks and changes oil and grease in drive motors and blowers.
5. Performs preventative maintenance on blowers, changes oil, air filters, and inspects belts.
6. Checks amps on drive motors on sludge pumps.
7. Ensures all drive belts are operational. Changes drive belts as required.
8. Takes weekly amperage readings on raw sewage pumps. Repairs pumps as needed, or may contact repair facility if directed by supervisor.
9. Maintains maintenance records, completes check off sheet and documents completion of required maintenance.

10. Cleans screens/racks daily. Must clean screens/racks more often to prevent a minimum of 3" head loss or as flows may require.
11. Under direction of supervisor may make changes of return sludge and waste sludge rates.
12. Performs daily, weekly and monthly maintenance checks on the grit removal system. Ensures proper operational ranges for operating amperage.
13. Performs daily, weekly, and monthly maintenance on the emergency stand-by generators. Ensures proper generator exercise and operation.

C. Grounds Maintenance

1. Mows grass within the perimeter of the fence line of the treatment plant as assigned.
2. Performs weed control with a weed eater or trimmer at the treatment plant as assigned.
3. Applies weed control chemicals or fertilizer as assigned.

Knowledge, Skills, and Abilities
(*Can be acquired on the job)

1. Considerable knowledge of equipment, methods, and techniques commonly used in operation of public wastewater treatment systems.
2. Considerable knowledge of the equipment, methods, and techniques commonly used in the performance of laboratory testing for a wastewater treatment plant.
3. Knowledge of the operation and maintenance of wastewater plant and system equipment.
4. Considerable knowledge of the hazards and required safety precautions of the work.
5. Considerable knowledge of the hazards and required safety precautions of the laboratory equipment and chemicals.
6. Ability to coordinate and communicate with other departments.
7. Ability to keep detailed and accurate records.
8. Computer skills to add detailed lab results to the program. Ability to use the computer to generate reports, graphs, and charts.
9. Knowledge and skills necessary to interpret and properly use SCADA systems.
10. Ability to learn electrical and electronic control components and be able to troubleshoot problems as they arise.
11. Ability to travel to attend training classes overnight.
12. Math skills necessary to perform basic calculations.

Other Characteristics

1. Possess a high school diploma or GED.
2. Ability to work non-standard hours and overtime as required.
3. Possess a valid Alabama Drivers license.
4. Ability to remain on-call 24/7.