

# CITY OF COLUMBIANA

## JOB DESCRIPTION

**Job Title:** Environmental Operator II

**Department:** Environmental Services

**Job Description Prepared:** January 2022

**Salary Range:** Grade II Operator - \$19.02 - \$26.33

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 and collection system. 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.

### JOB DOMAINS

#### **A. Lift-Station Maintenance**

1. Performs daily inspections of lift-stations to ensure proper operations.
2. Makes weekly rounds, records pumps hour meter readings, checks and records pumps operating amperage.
3. Ensures all floats, pressure transducers, ultra-sonic level transmitters, fuses, switches, electronics, and valves operate properly. Repairs/replaces equipment found to be malfunctioning.
4. Determines proper mixing ratio of chemicals to water for each lift-station. Adds enzymes, degreasers, and/or other chemicals as assigned/necessary.
5. May be called upon to repair leaks in tank walls and in suction/discharge piping.
6. Keeps bottom of tank from solids accumulations.
7. Maintains the ready-power-on lights, the emergency lighting, and the panel lights. Replaces bulbs as necessary.
8. 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.
9. Performs daily, weekly, and monthly checks on emergency stand-by dry-prime pumps. Ensures batteries are sufficiently charges. Ensure proper operational amperage, pumping capacity and RPMs. Records all maintenance checks in the logbook.
10. Keeps grass and weeds cut/trimmed at lift-stations weekly or more often as required.
11. Properly mixes and applies weed killer at lift-station to keep grass-cutting and weed eating to a minimum.
12. Removes all grease, rags, and any other debris that would cause operational problems within the tank.

13. 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.
14. 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.
15. 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.
16. Records all maintenance performed in the lift-station log book.
17. 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. Drains, cleans, and refills chlorine contact basins/UV channels weekly, or more often as required.
11. Cleans screens/racks daily. Must clean screens/racks more often to prevent a minimum of 3" head loss or as flows may require.
12. Under direction of supervisor may make changes of return sludge and waste sludge rates.
13. Performs daily, weekly and monthly maintenance checks on the grit removal system. Ensures proper operational ranges for operating amperage.
14. Performs daily, weekly, and monthly maintenance on the emergency stand-by generators. Ensures proper generator exercise and operation.
15. Operate a backhoe or loader as needed.
16. Drive a dump truck when needed.

**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.

**D. Laboratory Testing**

1. Collects, correctly labels and transfers influent and effluent samples to the lab, following proper lab procedures for sample preservation.
2. Performs all testing as required for each plant for the NPDES Permit, as assigned by the supervisor or superintendent.
3. Mathematically determines the MCRT, Sludge Age, F/M ratio and uses these results to recommend operational changes to the Superintendent.
4. Keeps the laboratory and all equipment in proper operational condition. Keeps all glassware clean and ready for use.
5. Maintains a proper supply of chemicals for use the testing procedures, including the correct and proper mixing of reagents and test chemicals. Reports needs for a reorder of chemicals/reagents to supervisor.
8. Keeps all equipment needed for testing procedures calibrated to proper ranges and scales. Keeps records of such calibrations.
9. Provides signed accurate results to the superintendent for use in making the required reports to regulatory agencies.

10. Keep detailed and accurate records to determine proper operational ranges of all equipment and procedures.
11. Report all lab results to the Superintendent.

**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 of the department.
5. Considerable knowledge of the hazards and required safety precautions of the laboratory equipment and chemicals.
6. Ability to keep detailed and accurate records.
7. Ability to learn electrical and electronic control components and be able to troubleshoot problems as they arise.
8. Ability to travel to attend training classes overnight.
9. 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 Driver's license.
4. Ability to remain on-call 24/7 within 30 minutes of the plant site.
5. An Alabama Wastewater Treatment Plant Operator II Certification or ability to obtain such within one calendar year of hire date. All training and WW II Test paid for by the City. In the event a passing grade is not accomplished. Employee may apply to re-take the exam at the employee's own cost.
6. Ability to acquire a class B CDL.
7. Ability to install sewer pipe on the proper grade using a level.