

POSITION DESCRIPTION
CITY OF MARTINSVILLE, INDIANA

POSITION: Certified Plant Operator
DEPARTMENT: Sewer
WORK SCHEDULE: 7:00 a.m. – 3:30 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: December 2013
DATE REVISED: October 2023

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Martinsville provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Certified Plant Operator for the City of Martinsville Sewer Department, responsible for operating equipment and maintaining wastewater treatment facility and surrounding lift stations.

DUTIES:

Performs a variety of tasks in connection with operations and maintenance of Class III wastewater treatment plant as defined by Indiana Department of Environmental Management (IDEM) and United States Environmental Protection Agency (EPA), including operating and maintaining pumps, pipes, and valves to move sewage through various stages of treatment process.

Conducts regular rounds of the wastewater treatment plant and checks/monitors/adjusts equipment, including StepScreen, grit pump, grit snail, RAS pump, WAS pump, blowers, digesters, clarifier collector and skimmer arms, UV units and samplers. Communicates with oncoming shift regarding overall status of operations.

Performs laboratory tests for wastewater examination, including, but not limited to, carbonaceous biochemical oxygen demand (CBOD), total suspended solids (TSS), volatile total suspended solids (VTSS), ammonia (NH₃), dissolved oxygen, and primary and final samples.

Conducts various readings, such as equipment run time, quality of sludge pumped to digester and number of times withdrawn, temperatures of digesters, percent of solids, CBOD, and ammonia removed, and records accurately on proper forms.

Maintains daily log of plant activities and meter readings and continually observes all equipment for mechanical operation.

Checks all lift stations and drains, clean, repairs and/or replaces tanks and pumps as needed.

Troubleshoots electrical, mechanical, and hydraulic problems at plant and lift stations.

Works with Supervisory Control and Data Acquisition System (SCADA).

Maintains plant and lift station grounds, including picking up trash, painting, mowing, removing weeds, leaves, debris, and clearing snow and ice in winter months.

Cleans office, lab, and all buildings at plant and lift stations.

Completes/submits monthly and annual reports for IDEM and EPA.

Performs public relations duties, including conducting plant tours for school groups and the community.

Operates various equipment/machinery/tools in performance of duties, including, but not limited to, hammer, screwdrivers, wrenches, drills, ratchet, wire brushes, shovel, rake, mop, broom, belt filter press, backhoe, overhead winch, pumps, control panels at lift stations, mower, and weed eater.

Periodically attends training seminars/classes to maintain required certifications.

Occasionally responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or HSE required. College course work in related field preferred.

Must be at least 18 years of age.

Possession of or ability to obtain Indiana Department of Environmental Management (IDEM) Wastewater Treatment Plant Class I, II, or III Operator's License.

Ability to meet all department hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of IDEM, EPA, sanitary sewer, combined sewer, and storm sewer regulations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to maintain accurate records and prepare documents and reports as required.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself from infection.

Working knowledge of and ability to operate and maintain all equipment used by the department, including testing equipment, and ability to read and interpret results of laboratory tests and a variety of technical manuals, meters, instruments, gauges, and dials.

Basic knowledge of chemistry and biology, and ability to count/make simple arithmetic additions/subtractions, accurately prepare documents, and maintain detailed records.

Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplaces, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to properly operate various equipment/machinery/tools in performance of duties, including, but not limited to, hammer, screwdrivers, wrenches, drills, ratchet, wire brushes, shovel, rake, mop, broom, belt filter press, backhoe, overhead winch, pumps, control panels at lift stations, mower, and weed eater.

Ability to physically perform assigned duties, including hearing sounds/communication, close/far vision, color/depth perception, standing/walking for long periods, pushing/pulling objects, lifting/carrying objects weighing more than 50 pounds, reaching, bending, crouching/kneeling, handling/grasping objects, and periodically exerting continuous physical effort for extended periods.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, occasionally under time pressure, and several tasks at the same time.

Ability to regularly work weekends, occasionally work extended hours and/or evenings, and occasionally respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record, and ability to be insurable to drive assigned vehicles under the City's insurance policy.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with work priorities primarily determined by supervisor and seasonal deadlines. Incumbent receives general supervision with assignments guided by broad policies and/or general objectives. Care and skill

are required to protect equipment, vehicles, and tools.

Incumbent reports directly to City Superintendent.

III. PHYSICAL EFFORT:

Incumbent's duties often require physical exertion, involving close/far vision, color/depth perception, standing/walking for long periods, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, reaching, bending, crouching/kneeling, hearing mechanical sounds, climbing stairs/ladders, and handling/grasping objects. Duties may occasionally involve continuous physical exertion, but strain is not prolonged and effort is exerted for short to moderate periods of time, usually in connection to such duties as shoveling sand and sludge and clearing snow and ice from walkways.

IV. WORKING CONDITIONS:

Incumbent performs duties in a wastewater treatment plant and outdoors, involving exposure to toxic chemicals, odors, fumes, bacteria, diseases, heights, heavy machinery, excessive noise, moving parts, working in confined areas, extreme temperatures, wet/icy surroundings and adverse weather conditions. Safety precautions and universal health precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy.

Incumbent regularly works weekends, occasionally works extended hours and/or evenings, and occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Certified Plant Operator for the Sewer Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name