

**CITY OF ST. MARYS, GEORGIA  
CLASS SPECIFICATION**

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**CLASS TITLE: WASTE WATER PLANT OPERATOR II**  
**DEPARTMENT: PUBLIC WORKS**  
**REPORTS TO: UTILITIES SUPERINTENDENT**

**CLASS CODE: 33036**  
**FLSA STATUS: N**  
**DATE: 06/13**

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**JOB SUMMARY:**

Performs a variety of technical functions to operate a wastewater treatment plant, including: conducting sample testing; calibrating and monitoring equipment; compiling various reports; and assuring compliance with EPD requirements and permit.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Oversees functions of waste water plants, including: pulling samples and performing laboratory tests; recording test results; making adjustments to equipment; calibrating meters and instruments; compiling information and generating reports; and investigating complaints and resolving problems.

Maintains plants and grounds, including: cleaning lab; washing down plant; raking bar screens; checking emergency generators; and cleaning and changing filters, and other equipment.

Operates a variety of heavy and light equipment used in maintenance and repair processes.

Performs generalized maintenance and safety checks on equipment including: refueling, greasing, and checking oil, water, and/or other equipment and vehicle components.

Maintains files and records pertaining to plant operations, equipment utilized, maintenance, accidents, and other related issues.

Operates various hand and power tools in the performance of maintenance duties.

Monitors and reviews informational updates on the operation and maintenance of waste water plants.

Assists in preparing the budget and monitors expenditures.

Assists other staff members in completing functions.

Reports administrative and/or operational problems to supervisor.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Laboratory Equipment  
Flow Meters

Pickup Truck

Tractor  
Front End Loader

Hand Tools  
Pumps

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School Diploma or GED

One year certificate from college or technical school; and,

Two to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Waste Water Operator License - Class II (Georgia)

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

EPD permit regulations and requirements.

Procedures, methods, practices, equipment and tools of waste water plant operations, and maintenance.

Basic chemistry.

Mechanics.

Recordkeeping, report preparation, filing methods and records management techniques.

Safe practices and procedures for performing essential functions of the job.

**Skill in:**

Organizing, assigning, leading and reviewing the work of staff.

Conducting laboratory tests.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Performing complex mathematical computations.

**Mental and Physical Abilities:**

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several variables in standardized situations.

Ability to follow oral and written instructions.

Ability to write routine reports and correspondence.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; ascend and descend stairs, ladders, ramps, etc.; climb on and off equipment; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; speak and hear; use color, texture, shape, sound and odor perception; and push, pull and/or lift 25 to 50 pounds frequently and up to 100 pounds occasionally. While performing the essential functions of the job, the incumbent must have the ability to work for sustained periods of exposure to nonweather-related cold temperatures.

**Working Conditions:**

Work is performed in a waste water treatment facility and in the field exposing the employee to various outside atmospheric conditions; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools, or machinery, electrical shock, explosions, and/or toxic or caustic chemicals.

Working time may require irregular hours, shift times, and/or on-call status.

The incumbent's working conditions are typically moderately loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.