CLASS TITLE: TREATMENT PLANT OPERATOR III

PURPOSE OF THE CLASSIFICATION: Under general supervision performs technical and semiskilled work in the operation and maintenance of a water or wastewater treatment plant and other related assigned duties.

ESSENTIAL TASKS:
- Operates stationary mechanical, electrical, electronic, chemical or other process equipment, including belt filter presses, pumps, lab equipment, chemical feeders, valves, power washers, fire hoses, chlorinators, turbidimeters and motorized valve actuators
- Navigates through computer operating systems and software applications, including Windows, Word, Excel and the Supervisory Control and Data Acquisition (SCADA) system used to control treatment plant operations
- Monitors plant processes on computers and operates all plant equipment, calibrating chemical pumps and lab equipment to ensure accuracy
- Collects water or wastewater samples from various plant processes and analyzes water samples on specialized laboratory equipment and forwards samples to the Quality Assurance/Quality Control (QA/QC) laboratory
- Performs jar tests and mathematical calculations, determines optimum chemical dosage and makes changes to keep water quality in compliance with Department of Environmental Quality/Environmental Protection Agency (DEQ/EPA) regulations
- Sets flow rates and makes changes to meet demands in water distribution or wastewater collection system
- Receives and unloads hazardous chemicals in bulk quantities
- Documents plant data, readings and operational records, preparing system reports and work orders
- Assists in employee safety and general training programs
- Conducts plant tours and addresses customer’s complaints
- Acts as lead as needed
- Monitors inventory
- Maintains and cleans the plant grounds, vehicles and facilities
- 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: Graduation from high school or possession of a General Educational Development Certificate (GED), completion of twenty (20) hours of college accredited coursework to include math, science and/or computers, one (1) year of experience as a Treatment Plant Operator II for the City of Tulsa or similar experience. Refer to the Treatment Plant Operator progression criterion document for additional requirements.

Knowledge, Abilities, and Skills: Comprehensive knowledge of the processes, techniques and methods involved in water or wastewater treatment; considerable knowledge of the functions and operating principles of mechanical equipment used in a water or wastewater treatment plant; and considerable knowledge of computer operating systems, related software applications and the SCADA system used to control treatment plant operations. Ability to act as lead as needed; ability to communicate effectively both verbally and in writing; ability to analyze data and prepare system reports; ability to react promptly and efficiently in emergency situations; ability to assist in training subordinates; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 60 pounds; occasional carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds;
frequent balancing, bending, handling, feeling, climbing, talking, smelling and twisting; occasional reaching, kneeling and crawling; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Operator’s License; obtain a Class “B” Commercial Driver’s License (CDL) within ninety (90) days of hire date in the wastewater area only; and possession of a Class “B” Water/Wastewater License as issued from the Department of Environmental Quality (DEQ) in both water and wastewater areas.

WORKING ENVIRONMENT: Working environment is primarily outdoors, occasionally indoors and in inclement weather in a posted homeland security facility, 24hr/7days/week/365/year schedule. 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.

Class Code: 7525  
EEO Code: N-07  
Pay Grade: LT-18  
Group: Labor and Trades  
Series: Equipment and Plant Operations  
Effective date: January 18, 2012