

**REGIONAL WATER RESOURCE AGENCY
JOB DESCRIPTION**

Job Title: Treatment Plant Operator

Department: Environmental Compliance

Division: Plant Operations

Reports to: Process Treatment Manager

FLSA Status: Non-Exempt

Pay Grade: 15-16

Revised Date: March, 2025

Physical and Environmental Requirements: Heavy

Respirator Required: Yes

Random Drug & Alcohol Testing (Safety-sensitive duties): Yes

Supervisory Responsibilities: None

Work Hours (*typically*): Non-standard schedule with 10-hour shifts (typically working either 1st, 2nd, or 3rd shift; Wednesday to Wednesday; 8 days on, then 6 days off); Relief operator may be scheduled for any of the above shifts based on operational needs, scheduled vacations and leaves of absences; full-time position and work shifts will be scheduled for minimum of 40-hour work week

On-call Status: None

Overnight Travel: Rare

Uniforms: Required

JOB SUMMARY:

Employees in this classification are responsible for the safe and efficient operation of the plant, as well as ensuring permit compliance, operator maintenance of equipment, and preventive maintenance in a wastewater treatment plant. Work follows a daily routine under the supervision of the Process Treatment Manager.

DUTIES AND RESPONSIBILITIES:

- Responsible for plant safety, including visitors and vendors, as well as their own personal safety
- Operates and monitors wastewater treatment plants
- Operates and monitors wastewater treatment plants remotely through Supervisory Control and Data Acquisition (SCADA)
- Operates sludge dewatering equipment and wastewater equipment (pumps, chemical feeding units, BNR system, clarifying equipment and UV disinfection); adjusts valves, gates, and other equipment according to plant procedures and schedules
- Monitors collection system pump stations through SCADA/Mission
- Ensures maximum flow to the treatment plant during Combined Sewer Overflow (CSO) event by monitoring the pump stations
- Reviews manifest and/or the hauled waste database and ensures hauled waste discharged at the plant meets the RWRA industrial waste permit before allowing discharge
- Receives after-hours emergency calls from the public and alarm calls from pump stations, then dispatches on-call employees as needed
- Records meter readings and plant conditions on Operator's daily log sheet and enters data into a computer spreadsheet

- Logs data for after-hour calls on work request form to ensure accuracy in the database
- Communicates daily with the Process Treatment Manager and other operators through email
- Takes process samples and performs process control testing (Examples: Process Control PAA Residual, 30-minute settling, Mixed Liquor Suspended Solids (MLSS), Mixed Liquor Volatile Suspended Solids (MLVSS), Press Solids, Press Cake)
- Collects and preserves permit samples and completes required chain of custody paperwork to ensure plant permit compliance
- Collects and preserves permit samples and enters results on spreadsheet
- Records all information from process operations, sludge operations, process control testing, etc. into a spreadsheet
- Makes periodic inspections of plant equipment and performs operator maintenance on equipment as required
- Collects hourly plant samples
- Prepares Process Operations facilities for maintenance or repairs (draining tanks, altering operations)
- Collects and preserves samples for annual toxic scan as required by plant permit
- Collects and preserves samples for quarterly biomonitoring as required by plant permit
- Performs permit required quality control and quality assurance testing annually
- Monitors chemical usage and projects usage and notifies the Process Treatment Manager with ordering information
- Accepts chemical deliveries and ensures by Safety Data Sheets (SDS) and manifests that proper chemicals are being discharged into the proper storage tanks
- Performs building and grounds maintenance, as needed
- Monitors, adjusts, cleans, and calibrates process control testing equipment
- Performs plant operations cleaning on scheduled days, typically Wednesdays (hosing and skimming tanks and vaults, cleaning and organizing the lab and operator room)
- Operators on duty may not completely be relieved of their duties and responsibilities during their shift; therefore, an unpaid meal period may not be provided
- Duties and responsibilities may be changed and/or additionally assigned by Management at any time

EDUCATION:

- **Progression Level 1:** High School Diploma or General Educational Development (GED) Credential required, one year education from a technical school in a water, wastewater, or related field a plus, or a combination of education and experience.
- **Progression Level 2:** Kentucky Class IV Wastewater Operators license is required.

EXPERIENCE:

- **Progression Level 1:** One to two years related experience and/or training in a wastewater or related field is required.
- **Progression Level 2:** Minimum of five years related experience and/or training in a wastewater or related field, as well as being proficient and fully competent in all areas and operations of both wastewater treatment plants and have the capability to the run each plant independently, is required in combination with Progression Level 2 education requirements. Or, fifteen years or more experience as a Treatment Plant Operator Progression Level 1 with excellent troubleshooting skills and system knowledge, as well as being proficient and fully competent in all areas and operations of both wastewater treatment plants and have the

capability to the run each plant independently without the Progression Level 2 education requirements listed above.

MINIMUM QUALIFICATIONS:

Must be 18 years of age or older. Must pass the drug and alcohol test and background check. Must meet minimum physical requirements for the job as set forth by the organization's physician.

LANGUAGE SKILLS:

Ability to read and understand technical procedures or governmental regulations. Ability to effectively communicate to questions from managers, state regulators, and the general public. Must have legible handwriting.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to use mathematical formulas and charts.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

OTHER SKILLS AND/OR EXPERIENCE:

Ability to start up and logon to computers using Windows operating systems. Ability to use computer programs such as Microsoft Outlook, MS Word, MS Excel, and the Internet.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid driver's license prior to employment. Kentucky Class I Wastewater Operators license is required (as soon as KDOW allows testing). RWRA strongly encourages employees to test for Class II, III, IV licenses (as soon as KDOW allows testing). Class IV license is required to move to Progression Level 2. Operator is required to maintain a license through continuing education (CEUs).

COMMENTS:

All employees of the Regional Water Resource Agency (RWRA) must adhere to the applicable provisions of the RWRA Employee Handbook, RWRA Drug & Alcohol Policy, and any other local, state, or federal regulations that apply. RWRA is a drug-free workplace; therefore, all employees are subject to drug and alcohol testing.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Treatment Plant Operator position, and I certify that I can perform these functions.

Employee Signature

Date

**SUMMARY OF STANDARD WORK REQUIREMENTS
NEEDED TO PERFORM ESSENTIAL JOB DUTIES**

Job Title: Treatment Plant Operator

Job Class: Heavy (51 – 100 lbs)

A. POSITIONAL DEMANDS

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
1. Standing			X	
2. Walking			X	
3. Sitting			X	
4. Balancing		X		
5. Climbing:				
a. Stairs		X		
b. Ladders		X		
6. Reaching:				
a. Forward		X		
b. Overhead		X		
7. Stooping		X		
8. Crouching		X		
9. Kneeling		X		
10. Crawling		X		
11. Feeling			X	
12. Grasping:				
a. Simple Hand			X	
b. Firm Hand		X		
13. Fingering			X	
14. Object Handling			X	
15. Operating Controls			X	

B. PHYSICAL DEMANDS

1. Lift:				
a. Up to 10 pounds			X	
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
2. Carry:				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
3. Push:				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds		X		
g. Over 100 pounds	X			
4. Pull:				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds		X		
g. Over 100 pounds	X			

C. SENSORY REQUIREMENTS

1. Vision:				
a. Far				X
b. Near				X
2. Depth Perception				X
3. Color Discrimination			X	
4. Field Vision			X	
5. Accommodation			X	
6. Perception:				
a. Spatial			X	
b. Form			X	
7. Feeling			X	
8. Speaking			X	
9. Hearing			X	

D. WORK ENVIRONMENT (Exposures)

1. Inside Environment			X	
2. Weather Conditions			X	
3. Temperature			X	
4. Cold		X		
5. Heat		X		
6. Wet/Humidity		X		
7. Biological Agents			X	
8. Human Body Fluids			X	
9. Chemicals		X		
10. Hazardous Materials		X		
11. Floor Surface				X
12. Lighting				X
13. Vibration		X		
14. Unprotected Heights	X			
15. Confined/Cluttered		X		
16. Moving Equipment		X		
17. Fumes/Airborne Particles		X		
18. Hazards		X		