



TOWN OF DANVILLE
WASTEWATER TREATMENT OPERATOR
JOB DESCRIPTION

UPDATED DECEMBER 2021

JOB TITLE:	Wastewater Treatment Operator
DEPARTMENT:	Wastewater
LOCATION:	Danville, IN
REPORTS TO:	Superintendent
SALARY:	18.54-24.82/hr
TYPE OF POSITION:	Full Time
HOURS:	40 hours per week
OVERTIME:	Comp or OT

Responsible for daily operations of a Class III municipal wastewater treatment plant. Complete required monthly and annual reporting for Federal, State, and Local. Monitor (SCADA) Supervisory Control and Data Acquisition technologies.

DUTIES AND RESPONSIBILITIES

As assigned by the Superintendent:

- Control panel logic troubleshooting and replacing electrical components.
- Preventative maintenance, inspections, cleaning, repairs, long range system upgrades, and department budget.
- Implementation of all wastewater related projects.
- Assisting in pretreatment investigations, audits, surveillance, monitoring, inspections, sampling analyses, research, training, outreach, recognition, permitting, enforcement and other activities and programs including ensuring industrial compliance.
- Ensuring collection system operations to comply with all related state laws, town ordinances, and federal standards and regulations.
- Reviewing all project plans related to wastewater, as well as providing specification suggestions.
- Participating in public outreach efforts including plant tours for school groups, civic groups, and government agencies, scout groups and others as requested.
- Ability to operate large trucks and heavy equipment.
- General maintenance of all wastewater department buildings.
- Researching, developing, and implementing and/or reviewing, interpreting and recommending changes to specifications, standards, policies, procedures, codes, regulations and ordinances that relate to department goals, objectives, policies and procedures.
- Thorough knowledge and ability to ensure proper operation and maintenance of department equipment and tools.
- Preparation and submission of requisition for supplies, materials, parts, and monitor expenditures.

- Preparing cost estimates for wastewater projects.
- Researching, advising, obtaining, and recommending specific projects, as well as assisting with writing and obtaining and/or coordinating with the grant writer for any grant opportunities as they relate to the Wastewater Department.
- Prepare and maintain inventory, records, and reports.
- Ability to coordinate and effectively communicate orally and in writing with co-workers, other town departments, contractors, vendors, and the public. Including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Responding to inquiries and complaints regarding wastewater and related areas, and initiate action to resolve valid complaints/requests.
- Attend all trainings and meetings as required.
- Maintain strict confidentiality regarding Town issues.
- Serve on 24-hour on-call for emergencies, including calling in personnel after work hours and monitoring activity related with treatment plant alarms, lift stations alarms, utility related emergency, citizen notifications or utility failures and spill incidents.

QUALIFICATIONS

Must have and maintain a verifiable Indiana Driver's License, a demonstrated safe driving record, and must remain insurable through the Town's liability insurance carrier.

Must have basic knowledge of standard English grammar, spelling, punctuation, and ability to understand information from various sources to communicate effectively both orally and in writing.

Ability to utilize computer technology and notice new trends.

Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Must have a safe work record with good ethics and dependable attendance record.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands to finger, handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms. The employee is frequently required to sit. Must be able to frequently lift and/or move up to 25-50 pounds and occasionally lift and/or move equipment of up to 80lbs. May be exposed to diverse weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

Signature

Date

Printed Name

Approved By (To Be Signed by Superintendent):

Date Hired :

