

### PROVO CITY CLASSIFICATION SPECIFICATION

<b>Title:</b> Water Reclamation Plant Operator I	<b>Job Code(s):</b> 2525
<b>Date:</b> June 27, 2023	<b>EEO Code:</b> SM
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is entry-level skilled maintenance work with responsibility for the operation and upkeep of the Provo City water reclamation plant.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to a designated supervisor and perform all tasks under close supervision. This work is distinguished by its entry-level knowledge and skill needed and by the required grade level I of wastewater operator certification. *Note: Employees are eligible for career series advancement as directed by policy.*

**ESSENTIAL DUTIES:** Assist with plant operations and processes involving preliminary treatment, primary sedimentation, filtering, sludge, solids, disinfection, digestion, and disposal; monitor and take readings on varied outputs associated with maintaining the UPDES permit; assist with recordkeeping and process control reports; monitor SCADA system; transport biosolids and conduct basic sampling; assist lab in running basic tests and general cleaning procedures; maintain raw data records; perform general grounds and building maintenance duties; perform preventative maintenance; assist with basic repair of plant equipment and small engines; respond to emergency calls; guide plant tours; assist others as needed; under general supervision, independently perform apprentice operator duties; observe processes, flows, wastewater characteristics, and discharges and identify abnormal conditions; resolve basic operation issues; monitor use of biosolids to ensure proper agronomic application; follow proper chain of custody on pulling samples and conducting a wide variety of basic tests; assist in running probe tests, calibrating equipment, and adding chemicals; perform specialized testing procedures in lab; repair generators and utility vehicles; assist with maintenance and repair of lift stations, sewer flow meters, flumes, hydraulics, pneumatic systems, screenings, and grit removal equipment; perform other related duties as required.

**MINIMUM REQUIREMENTS:** High School Diploma or equivalent and 1 year of professional water/wastewater operator experience.

**License(s)/Certification(s):** A valid, lawful Commercial Driver License (CDL) is required. A Grade I Wastewater Treatment Operator certificate is required.


**SELECTION FACTORS:** **Knowledge of:** methods and techniques used in operating and maintaining a water reclamation plant; related laws, codes, rules, and regulations governing the functions of the position; electrical and mechanical operations and maintenance of specialized treatment plant equipment; basic English composition, spelling, and grammar; policies and procedures established for the work system including handling chemicals, sample collection, basic safety procedures, and PPE use. **Skill in:** safely using various power tools, hand tools, and other heavy equipment in hazardous environments; recognizing potential dangers and responding appropriately; troubleshooting electrical and mechanical issues; practicing trust-building behaviors. **Ability to:** follow safety procedures; operate process equipment, electrical controls, valves, and pumps; monitor gauges, meters, and controls; recognize change in normal conditions and investigate causes; recalibrate process and equipment settings in the field; inspect plant for overall condition; quickly and accurately perform work; communicate effectively both verbally and in writing; deal with the public and others in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships;

organize assigned work and develop effective work methods; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards others; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Radio, mobile device, portable pumps of various sizes, motor vehicle, various hand and power tools, general office equipment and software, specialized software, PPE, micrometers, dial indicators, monitoring equipment, cutting and welding tools, grinders, presses, electric carts, dump truck, loader, backhoe, boom truck, forklift, truck and trailer combinations, mowers, edgers, weed whips, pressure washers, and other work-related equipment.

**PHYSICAL DEMANDS:** Requires sufficient strength, agility, and vision to perform the work which includes lifting up to 100 lbs., driving vehicles and heavy equipment, carrying, bending, stooping, walking, climbing, working on scaffolding, tight quarters, and physical hand work.

**ENVIRONMENTAL FACTORS:** Requires exposure to adverse weather conditions, noxious odors, noise, dangerous gases, hazardous chemicals and conditions, high places, tight quarters, and potentially explosive conditions. May include exposure to high stress situations. *Note: Employees of this classification will be subject to on-call status and working weekends and holidays.*

  
\_\_\_\_\_  
Department Director

6/20/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

6/27/23  
\_\_\_\_\_  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier version.