



VILLAGE OF SWANSEA, IL

POSITION TITLE: CLASS 4 LICENSED OPERATOR

DEPARTMENT: Public Works Department

REPORTS TO: Wastewater Treatment Plant Superintendent

STATUS: Full Time, Regular

FLSA STATUS: Non-Exempt / Hourly

DATE PREPARED: November 2020

PAY CLASSIFICATION: \$18.47/hr. - \$22.31/hr.

JOB SUMMARY

In general, a wastewater operator is responsible for process control decisions at a wastewater treatment facility, or regularly makes recommendations in relation to those decisions at such a facility. A Class 4 Licensed Operator is the entry level certification available in the State of Illinois, and three levels below the Class 1 certification required to operate the Village of Swansea Wastewater Treatment Plant. This position works under the direct supervision of the Wastewater Treatment Plant Superintendent and is responsible for the effective, efficient and economical operation of the Village's wastewater treatment plant, within the regulations and guidelines of the IEPA, EPA and Village's issued license for the plant.

As such, the person in this position helps monitor and maintain the operation of the plant's equipment and processes, may perform laboratory analysis of wastewater, may mix and apply chemicals to those processes, helps monitor and ensure the effective operation of the collection system's lift stations, and assists the Wastewater Treatment Plant Superintendent in overseeing the overall operation of the facility. The work of this position is often performed outdoors, year-round, and in all types of weather situations.

The plant operates 24/7 so a Class 4 Licensed Operator's work schedule will include rotating weekend hours to monitor that operation. The position is also subject to callout twenty-four hours per day, seven days per week, including weekends and holidays. Persons in this position must therefore be willing and able to respond when necessary. Safety is particularly important with this position, and plant operators must make every effort to perform their work in a safe and healthy manner, and in compliance with Village safety policies and procedures.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

To the degree that the Class 4 Licensed Operator is capable and qualified, this position may assist the Class 1 Operator and the Wastewater Treatment Plant Superintendent with any of the following:

- Sample wastewater and storm water from various sources, including influent, effluent and solids within the treatment plant property, as well as any tributary rivers, streams or other locations as required; May also sample specific industrial discharges; Mix lab chemicals for lab analysis; Test samples through chemical, physical, bacteriological, and biological means; Perform analysis of tested samples; Interpret, record and prepare daily reports of test results; Perform chemical studies on plant processes.
- Collect liquid and solid waste samples; Take readings such as wastewater flow, air flow, temperature, pH and chemical feed rates; Record precipitation; Monitor elapsed time meters.
- Adhere to safety guidelines when handling samples; Maintain quality assurance, quality control and integrity of samples; Maintain log books and sampling schedules.

- Operate, calibrate and perform routine maintenance on simple and specialized laboratory and sampling equipment; Prepare sample bottles, sampling equipment, laboratory equipment and glassware by following proper cleaning and preparation procedures; Maintain inventory of treatment plant and laboratory supplies and equipment; Adjust and calibrate lab instruments.
- Operate equipment used in the wastewater treatment plant, including motors, pumps, bar screens, clarifiers, aerators, valves, blowers, chlorinators and other related equipment; Inspect, adjust and monitor equipment and make necessary adjustments to pumps, flows and liquid levels in tanks as necessary for ensuring adequate treatment, including with higher flow rates experienced during wet weather conditions.
- Operate equipment that measures biological and chemical levels and liquid flow volumes; Measure activated sludge and gravity thickened primary sludge levels; Monitor plant and equipment performance and wastewater indicators in accordance with process control standards and make adjustments to ensure appropriate process and operating levels.
- Perform all duties related to sludge processing, management and disposal; May load sludge to dump truck or otherwise transfer to contracted vendor for appropriate land application.
- Calculate and/or record meter readings for weekly reports; Compile data to chart trends for process control; maintain accurate and up-to-date records of the treatment plant and prepare weekly and monthly reports to IEPA, EPA and the Village Board as required.
- Report non-routine maintenance needs, process control problems, supply needs and unusual instrument readings to Wastewater Treatment Plant Superintendent.
- Perform preventative and corrective maintenance to bar screen, pumps and gear reducer, valves, electrical components, motors, gear boxes, and other plant equipment and facilities; Monitor, adjust and repair plant equipment and lift stations; Lubricate pumps, replace pump shafts, replace bearings, oil and grease seals, packing and chain drives, as needed; Perform preventative and corrective maintenance to tools, other equipment and facility vehicles as applicable.
- Perform routine custodial and maintenance duties at the treatment facilities and grounds, which may include cutting and trimming grass, snow removal, corrosion control, painting, minor carpentry work, window washing, and other similar tasks.
- Operate and use various vehicles, equipment and tools, including: Pickup Truck, Dump Truck, Snowplow, End Loader, Sewer Jet Rodder, Skid Loader, Tractor, Zero-Turn Mower, Brush Hog, Pumps, Grass Trimmer, Air Compressor, Cutoff Saw, Circular Saw, Power Drill/Driver, Gas Detector, Communications Equipment, and Various Hand Tools; May help maintain and service the above.
- Confer with Wastewater Treatment Plant Superintendent on status of plant equipment, operational procedures and special projects; Assist in trouble shooting equipment malfunctions and breakdowns; May assist the Superintendent in estimating operating and maintenance costs for the annual budget; May make recommendations for needed repairs and system upgrades.
- As scheduled, perform holiday and weekend laboratory procedures and requirements; Respond to emergency operational conditions as necessary after normal work hours, on weekends and on holidays to ensure proper operation of the plant.
- Ensure the maintenance of safe work areas and equipment; correct potential work hazards; Comply with all Village rules, regulations, policies and procedures related to safety.
- Help manage an inventory of supplies necessary to operate the treatment plant in compliance with IEPA regulations.
- When requested to do so, mentor and train other wastewater treatment plant employees to develop their knowledge, abilities and skill levels as they advance through licensing levels

Perform other duties as necessary or assigned;

GENERAL QUALIFICATIONS

- Must be at least 21 years of age.
- Must be able to read, write, and have a practical understanding of math and its applications to the position; Must have strong written and verbal communication skills; Must have the ability to learn and develop technical knowledge regarding the special equipment used in the plant operations; Must be able to accurately interpret and understand regulations applicable to wastewater treatment.
- Must be able to effectively interact and communicate with others, including the general public.
- Must be able to work well with others as a member of a team, but to also work independently, maintaining efficiency and effectiveness with minimal direction.
- Must have a working knowledge of computers, MS software, and the use of printers, copier, telephones, and other typical business technology.
- Must possess effective time management skills.

EDUCATION / EXPERIENCE

- At a minimum, must have a high school diploma or its satisfactory equivalent (GED).
- Advanced education preferred, including completion of multiple Wastewater Courses.
- Must have at least one (1) years' wastewater operating experience, specifically performing the hands-on operational duties of a wastewater treatment works operator, which includes direct hands-on physical operation of wastewater treatment equipment and/or wastewater treatment processes, direct active field supervision of wastewater treatment equipment and/or wastewater treatment processes, and/or direct and active involvement in process control decisions for wastewater treatment processes.

Or

- Must have a combined level of wastewater operating experience as defined above, plus substitutional experience in the form of classroom education which has been accepted by the IEPA for the issuance of a Class 4 Illinois Waste Water Treatment Works Operator License.

CERTIFICATES, LICENSES, REGISTRATIONS & TRAINING

- Must hold a valid Class 4 Illinois Waste Water Treatment Works Operator License
- Must have a clean driving record and a valid and current Class A or B, CDL Driver's License issued by the State of Illinois, with air brake endorsement, or be able to secure such a license within 90 days of employment.
- **Pay commensurate with valid experience**

PHYSICAL REQUIREMENTS

- Must be able to perform the essential physical functions of the position, demonstrated by satisfactory performance on a post-offer, position specific, work sample test, which requires some degree of physical agility, including stooping, bending, walking, climbing, and lifting, all associated with performing the work of the position.
- Must be able to frequently lift and carry objects weighing fifty (50) pounds; Must be able to occasionally lift or tilt up and move objects such as manhole covers weighing one hundred (100) pounds; May use hand truck or crane hoist to assist where applicable.

- Since work is often performed outdoors, year-round, must have the physical health, willingness and ability to work in heat, cold and all kinds of weather conditions; must have the physical health and ability to work in all kinds of weather conditions.
- At times, must be willing and able to perform duties within an emergency setting and during stressful situations.
- Must be physically able to drive trucks and heavy equipment and operate the technical equipment on these machines.
- Must have the physical ability to function effectively in varied terrain, such as hilly, unpaved, and in trenches, as well as the ability to sit, stand, and walk for extended periods of time.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way or modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.