

**Job Description:** WWTP Operator  
**SCA Equivalent:** Conformed  
**Effective Date:** January 1, 2012  
**Last Revision:** January 1, 2019  
**AIP Target:** 10% of Base Earnings  
**Profit Centers:** 203, 204, 208, 209

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**Primary Accountability** - Responsible for the operation and maintenance of wastewater treatment plant ("WWTP") equipment and devices.

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### **Description of Primary Responsibilities**

- 1) Responsible for ensuring the safe, efficient and economical operations of equipment in wastewater treatment plants to optimize process and protect public health:
  - a) Ensures that pumps, meters, gauges and other recording devices are operating correctly on a daily basis,
  - b) Displays adherence to established safety protocol and practice,
  - c) Reads and records readings from meters gauges and other recording devices, makes notes of any plant and/or mechanical equipment malfunctions, irregularities or needed repairs,
  - d) Understands work being done as it relates to contract budget constraints; including the understanding of appropriate internal logs and operational reports,
  - e) Operates various equipment to regulate the flow of wastewater, air and sludge between the processes of the plant,
  - f) Identifies opportunities for increased efficiencies in power, water and chemical consumption on a monthly basis,
  - g) Communicates appropriately with clients as directed by supervisor.
- 2) Responsible for the maintenance and upkeep of equipment and operating devices:
  - a) Operates and services aeration systems, blowers, filtration system and chemical metering systems,
  - b) Operates and maintains pre-treatment devices, solids handling equipment and aeration equipment of various treatment processes,
  - c) Ensures that process control field testing equipment is properly calibrated and ready for use,
  - d) Maintains facility including painting equipment, buildings and other plant structures,
  - e) Performs general yard work and grounds maintenance tasks,
  - f) Performs routine preventative maintenance, lubricates, changes oil,
  - g) Submits job orders and requisitions for tools, materials and supplies,
  - h) Drains and cleans settling tanks, clarifiers, chlorine contact chambers, digesters and aeration tanks,
  - i) Makes running repairs and adjustments to plant machinery and equipment.
- 3) Responsible for performing physical and chemical tests and maintaining and reviewing the operational process control parameters:
  - a) Conducts evaluations to identify sample content, including settleability, pH and dissolved oxygen,
  - b) Monitors and understands the impact of biological processes control parameters,
  - c) Participates in the development of biological processes control parameters.
- 4) Responsible for the troubleshooting of plant equipment:
  - a) Uses operations and maintenance ("O&M") manual and other technical manuals to properly diagnose problems with equipment,
  - b) Responds to emergency calls,
  - c) Installs emergency by-pass equipment and operates emergency generators as needed,
  - d) Uses proper tools and equipment to identify and resolve problems,
  - e) Participates in the repair and replacement of equipment.
- 5) Prepares operational reports:
  - a) Records repair information and appropriately forwards,

- b) Collects and appropriately forwards daily, monthly, quarterly and annual information and assists with the development of respective reports, as required.
- 6) Responsible for sewer pump stations (“SPS”):
  - a) Checks pump station routinely,
  - b) Evaluates meter readings; monitors and makes proper adjustments,
  - c) Operates and maintains electrical pump controls and alarms,
  - d) Monitors well levels and pump performance,
  - e) Regularly responds appropriately to emergency call outs,
  - f) Recommends cleanings as needed.

### ***Description of Primary Attributes***

#### **General Development:**

- 1) Possesses basic organizational skills; typically able to organize own work.
- 2) Has the ability to work independently and as part of a team.
- 3) Consistently follows appropriate safety rules and practices.
- 4) Manages own duties and responsibilities on a fixed schedule without the need for direction or assistance, if prioritization is required.
- 5) Is able to effectively select from alternatives to situations encountered on the job.

#### **Professional & Technical Knowledge:**

- 1) Possesses general work-related skills at a level consistent with completion of a high school diploma or GED, including written and verbal communication skills, computational and computer skills and mathematical knowledge.
- 2) Possesses knowledge of the practices and procedures used in the operation and maintenance of wastewater treatment plant and collection systems at a level expected of a State of Hawaii Grade II WWTP Operator.
- 3) Possesses knowledge of sampling methods and the physical and chemical tests used in treatment plant control, hazards and safety practices involved in working around high voltage equipment and moving machinery, process quality control requirements and remedial measures in dealing with process malfunctions and emergencies, at a level expected of a State of Hawaii Grade II WWTP Operator.
- 4) Possesses a sufficient understanding of collection, treatment and disposal processes and systems for assigned facilities.

#### **Technical Skills:**

- 1) Has the ability to operate and maintain electrical pumping units and auxiliary equipment, use basic mechanic hand and power tools, read and interpret meters and gauges, record readings, and maintain operation records and perform the required laboratory tests and analyzes results and technical drawings.
- 2) Has the ability to use established company reports and documents in Word and Excel.

#### **Licenses & Certifications:**

- 1) Possesses a valid Hawaii Driver’s License.
- 2) Possesses a High School Diploma or GED.
- 3) Successfully completes Ken Kerri Wastewater Treatment Course Book 1 (Exempt if possesses a valid State of Hawaii Grade IV WWTP License for at least 15 years).

- 4) Successfully completes Ken Kerri Wastewater Treatment Course Book 2 (Exempt if possesses a valid State of Hawaii Grade IV WWTP License for at least 15 years).
- 5) Possesses a valid State of Hawaii Grade II WWTP Operator License.

**Communications Skills:**

- 1) Exercises tact and diplomacy in the resolution of mild conflicts or disagreements.
- 2) Effectively conveys technical information to non-technical audiences.
- 3) Effectively interprets and communicates operational information to co-workers, clients, and others as required.

**Physical Demands:**

- 1) Meets the health and physical condition standards deemed necessary and proper for performance of these duties.
  - 2) Is able to be exposed to hazardous, unsanitary and unpleasant conditions.
  - 3) Is able to work shift, weekend and holiday schedules.
  - 4) Has ability to perform heavy lifting up to 50 lbs and other manual work under adverse conditions.
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**Comments**