

Job Title:	Operator-B	Department/Loc:	Wastewater Treatment Plant
FLSA Classification:	Non-Exempt	Date Drafted:	June 2025
Reports To:	Superintendent of Treatment Facilities		

Position Summary

The purpose of the class is to provide highly skilled monitoring and treatment of the City's water/wastewater facility. The class is responsible for water purification and/or wastewater treatment plant operations, maintenance, and quality control. The class works within a general outline of work to be performed and develops work methods and sequences under the Wastewater Plant Superintendent.

Position Responsibilities - Essential

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- May perform supervisory functions such as training and make work assignments.
- Operates the wastewater treatment and/or water purification plant; performs preventative and corrective maintenance on equipment.
- Operates pumps, motors, air compressors and related machinery and equipment as part of an operating crew; operates Centrifuge, Belt press, and related dewatering equipment.
- Repairs air compressors, motors, pumps and related equipment.
- Determines chemical dosages to properly treat water; runs quality control tests/process control tests.
- Adds chemicals to wastewater/water; treats and disposes of sludge.
- Assists in turning valves to control flow of water and/or wastewater.
- Performs plant and housekeeping duties
- Performs work safely and adheres to all safety regulations.
- Performs various plant operations including but not limited to mixing chemicals, changing chlorine cylinders, SO₂ cylinders, reading and recording data from gauges, meters, etc.; checking chemical storage areas and tanks, checking and adjusting chemical feed systems, operating machinery necessary for proper functioning of the plant, emptying chlorine cylinders, etc.
- Coordinates all laboratory related work such as sampling, performing analysis, interpreting laboratory results, applying results to operations, maintaining safety with the lab, ensuring quality control, ensuring the maintenance of laboratory equipment, etc
- Maintains laboratory standards and certifications as required by SCDES and EPA.

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires summarizing, tabulating or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

PEOPLE INVOLVEMENT:

Requires giving information, guidance or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.



INVOLVEMENT WITH THINGS:

Requires leading or operating or repairing complex machinery or equipment that requires extended training and experience such as water purification and/or wastewater treatment machinery and equipment; may involve installation and testing.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/systems with almost constant problem solving.

MATHEMATICAL REQUIREMENTS:

Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percents.

LANGUAGE REQUIREMENTS:

Requires reading routine sentences, instructions, regulations, procedures, or work orders; writing routine sentences and completing routine job forms and incident reports, speaking routine sentences using proper grammar.

MENTAL REQUIREMENTS:

Requires performing specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED with vocational/technical school training in water/wastewater treatment or related field. Special courses, or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina driver's license.

Class "B" Biological Wastewater Treatment Plant Operator's Certification required.

Must have or be capable of upgrading to a Class "A" Biological Wastewater Treatment Plant Operator's Certification in a reasonable length of time.

EXPERIENCE REQUIREMENTS:

Requires over 3 years of experience as a wastewater plant operator; or any equivalent combination of training and experience which provides the required knowledge, skills, abilities and certification. Experience in a NPDES permitted plant preferred.

Mental & Physical Demands - ADA Guidelines

Requires light to medium work that involves walking or standing climbing stairs and ladders virtually all of the time and involves exerting between 20 and 50 pounds of force on regular and recurring basis.

Required to climb steps to ascend to top of Aeration/Clarifier/Digester basins of approximately twenty-five feet in height, climb ladders and work at elevated heights frequently. Hand Cranks gates/valves to open/close frequently during shift and on-call.

Physical Demands

- | | | | |
|-----------------|------------|------------------------|--------------|
| • Sit | Constantly | • Reach Above Shoulder | Frequently |
| • Walk | Constantly | • Climb | Occasionally |
| • Stand | Constantly | • Crawl | Occasionally |
| • Handling | Constantly | • Squat or Kneel | Occasionally |
| • Reach Outward | Constantly | • Bend | Frequently |

Lifting Requirements

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Frequently |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

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|--------------|----------------|---|
| • <i>N/A</i> | Not Applicable | Activity is not applicable to this occupation |
| • <i>O</i> | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • <i>F</i> | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <i>C</i> | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

JUDGEMENTS AND DECISIONS

JUDGEMENTS AND DECISIONS:

Requires being responsible to guide others requiring few decisions, affecting the individual and others in the general public; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures manuals, state and federal regulations, and charts to solve practical problems such as routine office equipment operating instructions, and methods and procedures for investigations, or in drawing and layout work; composing routine and specialized reports, forms and business letters, with proper grammar and format; speaking compound sentences using normal grammar and word form.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, moving machinery, electrical shock, heights, toxic/caustic chemicals, confined space.

Require passing of spirometer test and respirator fit test.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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