POSITION DESCRIPTION
Wastewater Treatment Plant Relief Operator

Department:	Public Works
Division:	Wastewater Treatment Plant
Grade:	10
Bargaining Unit:	UAW – WWTP
FLSA Status:	Non-Exempt
Reports To:	Maintenance Supervisor, Operations Supervisor
Date:	October 2026

General Purpose
Under general supervision, this position performs technical and maintenance work in the operation, maintenance and repair of wastewater treatment facilities and systems; and operates heavy equipment. This position provides relief to the WWTP Operators on weekends, days off, vacation, sick leave and holidays.

Complexity
The overall complexity of this position is moderately low. While performing the normal duties of this job, there are related steps, processes and methods that require this position to recognize clear differences in a variety of situations.

Responsibility
Supervision
General supervision is provided while performing the normal duties of this job. This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member.

Impact
While performing the normal duties of this job, this position's work product or services affect the accuracy, reliability, or acceptability of further processes or services.

Job Duties or Essential Functions
The essential functions of the position include, but are not limited to the following:

- Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; and records statistical data related to the plant operations.
- Maintains, operates, repairs and replaces equipment, such as gauges, pumps and filters.
- Calibrates, modifies and repairs instrumentation and control equipment, including recorders, flow meter and other water quality monitoring equipment.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves; and adjust flow and treatment process.
- Performs process control tests and maintains test result records; and evaluates process control data and makes necessary adjustments.

- Performs laser shaft alignment, rebuild pumps, mixer, fans and other wastewater treatment equipment.
- Repairs and replaces underground and over ground process pipping, including reading blueprints and piping schematics, locating underground piping and electrical and fiber optic conduit using a radio detection cable and pipe locator and excavating using a backhoe or trackhoe.
- Gathers wastewater samples for the plant efficiency reports.
- Performs non-structural building construction such as general upkeep, commercial door and hardware installation and any remodeling needed.
- Performs general plant and ground maintenance, including the application of industrial protective coating and cleaning.
- Assures that plant operates within required standards.
- Uses tanker truck to apply biosolids at agronomic rates.
- Contains and disposes of hazardous wastes generated by the lab.
- Required to be on an on-call rotation.
- Performs other duties as assigned

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Minimum Qualifications

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education
High school diploma or GED certificate required.

Experience
Three (3) years of experience in wastewater utility or equipment maintenance.

Trainings, Certificates and Licenses
There are no minimum requirements.

Desired Qualifications

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education
Training at a technical or vocational school with a focus on wastewater utility or equipment maintenance.

Experience
Three (3) years of experience in wastewater utility or equipment maintenance.

Trainings, Certificates and Licenses

- Commercial Driver's License with Air Brake Tanker Endorsement

Required Physical Abilities and Work Conditions

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may occasionally climb, crouch, squat, reach above shoulder level, sit, push/pull and lift up to 10 lbs., and finger/enter data/keystroke, and perform repetitive motions; frequently balance, bend/stoop, kneel, walk, carry up to 10 lbs., and drive; and continuously stand, walk, feel, talk, hear and smell.

While performing the duties of this job, this position will use close, far, depth perception, visual acuteness, color and peripheral vision.

While performing the duties of this job, this position will use their right and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.

While performing the duties of this job, this position will use their right foot for repetitive movements

Surroundings

While performing the duties of this job, this position will experience exposure to inside and outside environmental conditions, exposure to noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, working in narrow aisles or passageways, work around moving mechanical parts, working in close quarters and exposure to extreme heat and cold.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.