

Job Title: Plant Operator I (Wastewater)**Location:** Wastewater Treatment Plant**Department:** Water Treatment & Compliance**Job Status:** Full-Time**Reports To:** Wastewater Supervisor**Job Grade:** 400**Pay Status:** Non-Exempt**Date Created/Updated:** 6/16/2022

Position Summary

The Plant Operator I is an entry-level position that focuses on achieving competency through learning and understanding a variety of technical work utilized for the operation of New Braunfels Utilities' wastewater treatment systems, including the North and South Kuehler, Gruene Road, and Sam C. McKenzie treatment facilities.

Essential Duties & Responsibilities

- Under supervision of Plant Operator II, III, or Sr., operates and adjusts controls on wastewater treatment equipment and machinery such as valves, pumps, chlorinators, chemical feeders, motors, and other equipment
- Performs process control laboratory tests for chlorine residuals, pH, temperature, ammonia, phosphorus, TSS, and dissolved oxygen as necessary
- Inspects and performs minor maintenance of treatment plant equipment
- Assists PdM Techs with major repair work when required
- Performs general housekeeping duties at wastewater treatment sites
- Cleans and removes algae from clarifier troughs and skims floatable solids from processes
- Monitors wastewater system through SCADA system and reacts to alarms within the system
- Records and logs meter readings, hour readings, chemical usage, maintenance activities, operating conditions, and other pertinent information daily
- Performs daily rounds at treatment plants to monitor and inspect treatment equipment and machinery
- Calibrates and verifies accuracy of treatment plant analyzers and laboratory equipment at required intervals
- Records data and operating conditions in appropriate spreadsheets or logbooks
- Dewater biosolids using belt filter press
- Moves 30-yd trailers to level biosolids in belt filter press process
- Uses skid steer to remove screened solids from barscreen and fine screen areas
- Assist in the change out of one-ton chlorine and sulfur dioxide cylinders
- Other duties as assigned

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents

- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Culture, Team and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School

Required Field of Study: General Studies

Diploma/GED

Other: [Click or tap here to enter text.](#)

Work Experience Time Frame: No Experience

Certification and Licensures Requirements

- Employee must obtain a Class 'D' Wastewater Operator License within one year of employment
- Class 'C' Wastewater Operator License must be obtained prior to expiration of the 'D' Water Operator License
- Class 'C' Driver's License

Other Minimum Qualifications

- Flexibility in available hours, including holidays, weekends, and/or after hours is required.
- Must reside within a thirty-minute response time of the NBU Service Center as measured by an internet mapping tool.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

[Click or tap here to enter text.](#)

Experience with Machines, Tools, Equipment and Other Work Aids

Telephone, fax machine, front end loader, bobcat, lawn equipment, hand tools, hand trucks, hoses, skimmers, lab equipment, personal computer, printer, Microsoft office.

Pumps, motors, blowers, belt press & other mechanical tools are used frequently. Chemical hazards are regular, chlorine, sulfur dioxide.

Physical Demands

Standing: Constantly

- ☐ Making Presentations
- ☒ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Occasionally

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☒ Calibrating Equipment

Walking: Constantly

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

Carrying: Occasionally

- ☒ Supplies
- ☒ Equipment
- ☐ Files

Sitting: Occasionally

- ☐ Desk Work
- ☐ Meetings
- ☒ Driving

Reaching: Occasionally

- ☒ For Supplies
- ☐ For Files

Handling: Occasionally

- ☒ Paperwork
- ☐ Monies

Kneeling: Occasionally

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Frequently

- ☐ File Drawers
- ☒ Equipment
- ☐ Table and Chairs
- ☒ Hose

Climbing: Rarely

- ☒ Stairs

- ☒ Ladder
- ☐ Step Stool
- ☒ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☐ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

Foot Controls: Frequently

- ☒ Driving
- ☒ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Occasionally

- ☒ On Ladder
- ☒ On Equipment
- ☐ On Step Stool

Bending: Frequently

- ☐ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☒ Making Repairs

Crouching: Occasionally

- ☒ Filing in Lower Drawers
- ☐ Retrieving Items from Lower Shelves/Ground

Crawling: Rarely

- ☒ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Constantly

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☒ Listening to Equipment

Twisting: Frequently

- ☐ From Computer to Telephone
- ☒ Getting Inside Vehicle

Talking: Frequently

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Other: Click or tap here to enter text.

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Physical Danger or Abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Outdoors/Field

Other: [Click or tap here to enter text.](#)

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☒ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: [Click or tap here to enter text.](#)

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to

assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date