

**CITY OF BAY CITY  
WASTEWATER TREATMENT PLANT  
WASTEWATER DIVISION: TREATMENT PLANT WORKER  
UWUA LOCAL #542**

Date: 2/15/2018  
Reports to: Operations Manager

**JOB SUMMARY**

This position is responsible for skilled work involving the operation and maintenance of essential equipment in the City of Bay City's Wastewater Treatment Plant which may include such activities as: monitoring and checking operating conditions, the gathering and analysis of samples, maintaining records, report preparation, adjustment of controls, operation of dewatering equipment, preventative maintenance, building and grounds maintenance and related work as required.

General oral/written direction is received from supervision with routine operations and maintenance tasks performed independently. Work is reviewed and evaluated through analysis of records, completed assignments, observation and inspection of progress and results.

**ILLUSTRATIVE JOB DUTIES AND RESPONSIBILITIES**

- Operates the Wastewater Treatment Plant's emergency generators.
- Observes, monitors and records readings from equipment for efficient operation of the wastewater treatment plant, the retention treatment basins.
- Performs adjustments on wastewater equipment for proper operations.
- Inspects valves, pumps, gauges, and other plant or lift station equipment on a regular basis.
- Maintains the Vector Pad.
- Collects samples throughout the treatment plant collections system for the purpose of performing laboratory analysis such as; pH, BOD, bacteriological tests according to prescribed procedures. Records results accurately and appropriately.
- Performs preventative maintenance tasks such as lubrication and oil changes.
- Assists in wastewater equipment repair.
- Operates and maintains wastewater processes and safety equipment as required.
- Maintains buildings and grounds including; cleaning, painting, mowing, and minor landscaping.
- Performs snow removal and salt spreading activities as needed.
- Delivers and picks up special order/supplies and performs other errands as required.
- Assists in the preparation of records and reports.
- Performs job duties with proper safety work methods and procedures.
- Performs related work as required.

**QUALIFICATIONS**

**Knowledge of:**

- Knowledge of principles and practices wastewater treatment plant operations.
- Knowledge of the occupational hazards and standard safety precautions necessary in the work.

**Ability to:**

- Must be willing and able to be on call during regular work week, including weekends, and to report to for work after hours if needed.

- Work a Rotating Shifts including weekends.
- Work a Relief Shift and serve on the Standby list when needed.
- Ability to “read” meters and gauges correctly.
- Ability to act quickly and competently in making necessary wastewater operation adjustments.
- Demonstrated proficiency in completion of mathematical calculations with speed and accuracy.
- Ability to understand and carry out oral and written instructions, as well as establish and maintain effective working relationships with other employees
- Excellent communication skills; ability to communicate effectively, both orally and in writing and the ability to understand and accurately follow oral and written instructions to maintain and prepare accurate records and written reports.
- Must be able to wear respirators and Self-Contained Breathing Apparatus, work in confined spaces and at various heights and depths to perform inspection and maintenance.
- Ability to collect samples and to conduct standard laboratory tests.
- Ability to work effectively under time constraints and pressure.
- Work independently and as part of a team to effectively to meet day-to-day operational deadlines.

### **MINIMUM JOB REQUIREMENTS**

- High school diploma or GED equivalent
- Adequate experience in the operation and maintenance of a wastewater treatment plant.
- Must have basic computer skills in order to work with preventative maintenance software, email, and applicable software applications.
- Must possess and maintain valid State of Michigan driver's license.

### **PHYSICAL/MENTAL/VISUAL DEMANDS**

- Vision 20/20 accommodated.
- The work is performed while intermittently sitting, standing, walking, kneeling, stooping, crouching, or stooping.
- Lift up to 50 pounds and pushes/pulls up to 100 pounds frequently
- Climbs ladders, walks up and down stairs, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of colors.
- The work is performed both indoors and outdoors. Exposure to noise, dust, grease, machinery with moving parts, contagious or infectious diseases, raw sewage, hazardous and irritating chemicals and occasional inclement weather.
- The work requires the use of proper protective equipment including wearing protective footwear (steel-toe or equivalent) per MIOSHA regulations at all times. Footwear must meet federal (ANSI Z41.1) standards.
- Basic problem solving with good communication and listening skills.



Mikki Manion  
Director of Human Resources



Ross Dean  
UWUA Local 542, President

Revised: 2/2/07, 2/15/18  
Original: 12/06/07

*The above statements are intended to describe the general nature of the work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for personnel so classified.*