



WASTEWATER PLANT OPERATOR IN CHARGE (OIC) POSITION DESCRIPTION

General Statement of Duties:

Wastewater Plant Operator In Charge (OIC) under the direction of the Public Works Foreperson, in knowledgeable and instructive in operation, maintenance and construction for the wastewater plant. Performs operations, maintenance, and construction for wastewater utility. Performs necessary monitoring and reporting for wastewater plant.

Distinguishing Features of the Position:

This position reports to the Public Works Foreperson. This position may require specialized training, continued education and certification including a Grade 2 Wastewater Operator license. Strict monitoring, testing and reporting schedules may be required. Strict monitoring, testing and reporting schedules may be required. This position is hourly and non-represented.

Examples of work (illustrative only):

Infrastructure and System Operations, Maintenance and Repair:

- The Wastewater Plant Operator In Charge (OIC) should have a comprehensive knowledge of modern wastewater treatment and disposal principles & practices including biological treatment.
- Possess a thorough knowledge of fluid mechanics, hydraulics, air systems and wastewater formulas.
- Make investigations and develop reports on improvement to the plant operations.
- Possess the ability to read blueprints and schematic drawings.
- Schedules operation and maintenance work.
- Works towards plant efficiency by maximizing treatment capabilities while minimizing costs.

Water Quality:

- Determines operating parameters for wastewater treatment. Evaluates lab results to ensure operating parameters are being met and to ensure that effluent permit limits are being met.
- Compiles/prepares daily, weekly, monthly and annual reports as required or directed.
- Keeps records and makes reports of WWTP activities to City, State and Federal agencies.

Miscellaneous:

- Supervises wastewater utility employees.
- Maintains inventory of parts and supplies for operations.
- Brings to the Public Works Foreperson's attention areas within the treatment facility that must be upgraded to continue optimum treatment.
- Assists supervisors in the budget process.
- Conducts tours of the WWTP and participates in public information programs.
- Trains wastewater utility employees or other members of the department assigned on the operations of the WWTP.
- Communicates and works professionally with other employees, the public and site inspectors. Respond to call-outs to the WWTP or lift stations as needed.

- Periodically assists other department employees in other functions and operations, including snow removal, and street maintenance operations, and any and all other operations of the department.
- Other duties as may be assigned including on-call duty.

Required Knowledge, Skills, and Abilities:

- Certification by the State of Wisconsin as a Wastewater Plant Operator with in (1) one year of hire.
- High school diploma or equivalent is required and intermediate or advance vocational training preferred.
- Operator shall have CDL and the ability to operate equipment such as backhoe, end loader, skid loader, dump truck and air tools.
- Ability to use small tools, including power tools and pumps.
- Ability to manipulate stairs and ladders.
- Skilled in communication and mathematics.
- Possess general knowledge of codes and standards for wastewater utility.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Working with or around hazardous waste and wastewater.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 8.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description of the Wastewater Plant Operator In Charge (OIC) does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Municipal Services 06/30/15, 07/25/2023

Approved by Finance and Labor Relations 07/09/15. Revised by Finance and Labor Relations 08/03/2023