



CITY OF BRANSON - POSITION DESCRIPTION

*EQUIPMENT-PLANT OPERATOR I – Wastewater*

Grade: 16C  
FLSA Status: Non-Exempt  
Department: Utilities

**POSITION SUMMARY:** The Equipment-Plant Operator I – Wastewater Treatment position is primarily responsible for the safe driving and operation of tank trucks used for transport of liquid bio-solids. May operate other equipment such as backhoes, crane trucks, dump trucks and other like equipment as assigned. Will perform operation, maintenance and repair of wastewater treatment plants and BioSolids drying facilities as assigned. Will effectively perform the activities of a skilled plant operator which necessitates a general knowledge of different specialized skills; may perform tasks and operations at sewer lift stations as instructed by supervision and lead operators. This position works under the supervision of a Division Supervisor or Division Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Requires a regular and consistent physical presence, at the approved time, in and around City of Branson facilities. The duties and responsibilities required of this position include the following:

1. Behaves in a manner that promotes a productive, healthy, safe and positive work environment by:
  - a. Depicting trustworthiness through integrity, truthfulness, consistency and honesty, and while protecting confidential information as necessary;
  - b. Creating and maintaining positive relationships at all levels by treating others with courtesy, respect and in a conflict-free professional manner, and believing the best in others;
  - c. Taking into consideration the effects on others, on costs, and on intended outcomes of decisions and actions taken;
  - d. Upholding the public trust by being safe, enforcing safety, and working promptly, diligently and with a focus on quality;
  - e. Showing impartiality and equity toward others, and not using job responsibilities to provide nor elicit special favors, and by not making promises that conflict with job duties and responsibilities;
  - f. Adhering to all policies, laws and regulations as applicable to the role and to being a citizen.
2. Follows the legal and ethical directives and guidelines of the Division Manager or Division Supervisor, or Lead Operators as assigned, to ensure all required and necessary work, meets service level expectations in the operation and maintenance of the infrastructure used for the City of Branson's wastewater treatment and pumping systems and contract operated BioSolids drying facilities. Such service levels must be in line with standards established for the City of Branson by the Department of Natural Resources, the Environmental Protection Agency, and other regulatory agencies.
3. Safely operates and maneuvers the City's tank truck to transport liquid bio-solids from area cities to the Tri-State BioSolids drying facility to include operation of the vehicle on state highways, county and private roadways, and as necessary, rugged terrain.
4. Accurately and consistently records and logs total amounts of liquid sludge and cake solids transported; may record and log amounts of BioSolids dried, amounts picked up by contract haulers receiving dried BioSolids,

amounts of dried BioSolids received by or returned to member cities, amounts and locations of any BioSolids land applied by the City.

5. Safely operates centrifuge units, sludge feed and polymer injection pumps, dewatered BioSolids receiving station, storage bins, silos and associated conveyance components, BioSolids dryer and related heating equipment, system controls and other equipment related to the drying facility operation as assigned and according to standards.
6. Consistently monitors operations of facility components by physical means and computer monitoring systems as required. Quickly responds to alarms in a manner to cause least disruption of operations.
7. Accurately and consistently records and logs, as assigned, dewatering and drying operational activities, hours for labor and hours of operation of equipment.
8. Occasionally tests liquid, cake and dried BioSolids samples to determine such factors as pH, temperature, total solids and other factors in line with City standards.
9. Consistently maintains safety practices in coordination with supervision and the Safety Officer in order to ensure that proper safety techniques and equipment are being utilized.
10. Occasionally performs wastewater plant or lift station operations, maintenance and repair as assigned.
11. Occasionally operates backhoes, forklifts, skid loaders, dump trucks, crane trucks, and other like equipment as assigned and in line with City standards.
12. Accurately lists and reports required parts, supplies and equipment needs for stock replacements where necessary.
13. Assists with snow plowing as necessary and when assigned.
14. Performs general maintenance and cleaning of the facilities, tank trucks and equipment in line with City standards.
15. Must adhere to and follow City and department policies and procedures at all times while at work.
16. Other duties as assigned by the Division Supervisor or Division Manager.

### KNOWLEDGE, SKILLS, AND ABILITIES

*\*Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

- Knowledge of safety practices.
- Knowledge of work and chemical hazards and ability to take necessary safety precautions in performing assigned duties and use of tools and equipment.
- Knowledge of operation of BioSolids drying equipment, including oil heaters, dewatering centrifuges, pumping systems and wastewater plants.
- Knowledge of laboratory equipment, terminology, and standard laboratory procedures.
- Knowledge of preventive and mechanical maintenance procedures and the ability to apply them.
- Knowledge of the principles of hydraulics and electricity.
- Knowledge of computers, radio monitoring, and telemetry systems.
- Ability to establish and maintain effective working relationships with employees, professionals, and the general public.
- Ability to calibrate laboratory analysis equipment.
- Ability to adjust wastewater treatment processes to comply with Federal and State regulations.
- Ability to track tool and parts inventories.
- Ability to use small office equipment, including copy machines.
- Ability to use various types of computer software (including Microsoft Office) and hardware.
- Ability to use or repair small/light equipment, such as power tools.

## PHYSICAL DEMANDS

The physical demands and working environment, which follow, is representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to fully perform the essential functions of their positions; but even with any such accommodation, the employee must be able to perform all essential duties in a manner that does not endanger his or her health or safety or the health or safety of others.

While performing the duties of this position, the employee may be frequently required to stand, walk, sit, use hands to finger, handle or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk, see, smell and hear. The employee may be required to lift and/or move up to (60) pounds on a regular basis and up to one-hundred (100) pounds on an occasional basis, with specialized equipment or assistance; must meet all determined physical capability examination requirements for the position. Specific vision abilities required by this position include close vision, distance vision, color perception, peripheral vision, depth perception, and ability to adjust focus.

## WORKING ENVIRONMENT

While performing the duties of this position, the employee is exposed to extreme heat generated by BioSolids drying equipment; may be frequently exposed to outside weather conditions; moving mechanical parts; high, precarious places; tight claustrophobic spaces; confined spaces; fumes or airborne particles; blood borne pathogens; toxic or caustic chemicals; risk of electrical shock. The noise level in the work environment ranges from low to high dependent upon work responsibilities.

## MINIMUM REQUIRED EXPERIENCE, EDUCATION, AND TRAINING

- High School diploma or GED equivalent is required.
- One (1) year experience in the area of work to be performed, such as: wastewater treatment operations and maintenance, wastewater analysis, mechanical maintenance and repair work, or closely related work is required.
- Two (2) years of experience in the operation of liquid tank trucks is required.
- Possession of a Missouri Class “D” Wastewater Treatment Certificate of Competency or equivalent from another State is required.
- Possession of a class “B” Commercial Driver’s License with Air Brake and Tanker is required.
- Possession of a class “A” Commercial Driver’s License with Air Brake and Tanker endorsement within 12 months of hire date is required.
- Additional licenses or certifications may be required for this position.

## PREFERRED EXPERIENCE, EDUCATION AND TRAINING

- National Career Readiness Certificate is preferred.

## MISCELLANEOUS REQUIREMENTS

- Must be at least 18 years of age.
- Must be willing to work any shift, including nights, weekends, and holidays as necessary to have operations 24 hours a day/7 days a week.
- Must be highly engaged in the department’s goals and be able to work cooperatively with Utility leadership in achieving those goals.
- Must possess a high degree of integrity, strong work ethic and ability to work independently with minimal supervision.
- Must demonstrate excellent customer service to those of internal or external to the department.

- Must be insurable under the City of Branson's motor vehicle coverage when operating a vehicle as a part of the position
- Must act safely and follow safety standards while at work.
- Must be able to pass a background investigation and drug and alcohol screenings.
- Must fulfill I-9 identification requirements within the guidelines set forth by the Department of Homeland Security through the E-Verify system.