

George A. Lauritson
Mayor



City of St. Robert, Missouri
194 Eastlawn Ave., Suite A
St. Robert, Missouri 65584
www.saintrobert.com

573-451-2000
(Extension 1112)
573-336-5714 (fax)

Job Description

Wastewater Treatment Plant Technician

Position Open Date: May 1, 2017

Position Close Date: Open Until Filled

Classification: Full-Time

FLSA Status: Non-Exempt

Please submit a resume and a City of Saint Robert application. Resumes and application may be completed on-line at www.saintrobert.com, mailed or dropped off at the St. Robert City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to hr@saintrobert.com or faxed to (636) 216-3368. If you have any further questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at hr@saintrobert.com. Application and resume will be accepted until filled. The City of St. Robert is an equal opportunity employer.

GENERAL PURPOSE OF POSITION:

Performs operations, maintenance and test of the Wastewater Treatment Facility

MAJOR DUTIES AND RESPONSIBILITIES:

Maintains Facility Infrastructure:

- Checks, maintains and repairs pumps, valves and gauges
- Performs minor plumbing
- Removes and replaces electric motors, check valves, seals and electrical components
- Cleans manholes, piping around the facility
- Is on call for a twenty-four hour a day seven day period for the Wastewater Treatment Facility

Performs Maintenance Duties:

- Inspects plant equipment throughout the day and repairs as necessary
- Rakes bar screen and cleans grit chamber
- Operates sludge truck

Maintains facility exterior and grounds:

- Mows, weed eats and repairs fence as needed
- Performs minor building repairs

Performs daily inspections and upkeep on the treatment facility:

- Operates and performs preventative maintenance and repairs on wide variety of wastewater treatment and bio solids equipment
- Finds and repairs electrical and mechanical problems in control panels
- Makes certain appropriate type of panel, relays and voltage are installed and working properly
- Performs routine maintenance on pumps, electric motors and blowers

Performs daily lab readings and test for the treatment facility:

- Collects and conducts tests on wastewater, sludge, plant influent and effluent
- Weighs, prepares, mixes and standardizes chemical compounds and solutions for wastewater
- Maintains records of testing for compliance with all regulations

Inventories parts and supplies:

- Tracks needed supplies and reorders as necessary
- Orders and receives needed parts and material

Operates Equipment:

- Operates lab equipment
- Uses basic hand tools
- Utilizes Volt and Amp meters to troubleshoot controls

Assists with other Departments:

- Performs duties with other departments when needed
- Uses small crane for lifting motors

Performs other duties as directed**JOB CONTEXT:**

The Wastewater Treatment Plant Technician is a full-time, permanent position in the Wastewater Department. The immediate supervisor for this position is the Wastewater Treatment Plant Supervisor. The person in this position is supervised daily, works regular hours with occasional working overtime or at night only in the event of emergencies, severe weather or to assist other departments. There is no shift work associated with this position. The person in this position rarely works nights except for emergency situations. The person in this position is on call on a rotational basis. 25% of the work done in this position is done indoors; 75% is done outdoors in all types of weather conditions.

There is exposure to chemicals and/or hazardous materials in this position including but not limited to, weed killer, raw sewage, sewer gas, gasoline, diesel fuel, cleaners, bleach, paint,

acids and syringes on a regular basis. The stress level associated with this position is average. Physical work consists of, but is not limited to, digging, climbing, crawling, bending, and carrying equipment and supplies, shoveling and standing for a long period of time.

LICENSE AND CERTIFICATIONS:

The person in this position must have and maintain a valid Commercial Driver's License with tanker endorsement

Obtain and maintain at least a class D Missouri Wastewater Operator certification or be able to obtain within 1 year.

EDUCATION AND EXPERIENCE:

The person in this position must have a high school diploma or its equivalent, at least two years of work experience in the wastewater system is recommended.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge of the principles, practices, procedures and equipment used in operating and maintaining a wastewater treatment facility
- Federal, State and/or City regulations regarding the wastewater treatment facility
- Knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment
- Knowledge of occupational hazards, safety precautions and regulations related to equipment operation
- General construction work
- Ability to read and interpret a variety of maps, plans, construction diagrams and blueprints
- Operation of wastewater systems
- Proper installation, maintenance and repair of sewer and water pumps
- Proper storage and use of various chemicals and herbicides Safety
- Basic principles and procedures of electrical work
- Basic carpentry work
- Maintenance and repair of all types of equipment
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

Skills and Abilities:

- Achieve and maintain proper certification
- Mathematical skills and applications
- Manage and plan many activities at one time

- Develops and maintains cooperative and professional relationships with citizens, employees, managers and representatives from other department and organizations
- Maintain working relationships with contractors and suppliers
- Prioritize equipment and material needed for the completion of work in accordance with sound time-management
- Ability to listen and understand directions, information and ideas presented verbally and in writing
- Measure chemicals accurately
- Complete required reports on a timely basis
- Diagnose problems within the wastewater treatment facility
- Operate and maintain equipment properly
- Examine equipment and determine what is causing a problem
- Complete all required paperwork
- Work as a team member with other employees
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Maintain professional composure in heated situations
- Follow Departmental and City policies and procedures

Certain duties of this position are classified as “safety-sensitive.” Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.