



CITY OF HALLETTSVILLE

POSITION: Wastewater Treatment Plant Operator
DIVISION: Public Works – Wastewater
EMPLOYEE TYPE: Full-time Hourly Non-Exempt
SCALE: 22 (scale starts at \$21.39)

GENERAL PURPOSE

Performs the daily operations of the Wastewater Treatment Plant including maintenance, repair, cleaning, testing, and reporting.

ACCOUNTABILITY

Works under the direct supervision of the Water & Wastewater Supervisor and Public Works Director. Responsible for the continuous processing of the Wastewater Treatment facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Runs sample test daily monitoring chlorine
- Obtains samples for various lab tests and delivers them to a TCEQ accredited lab.
- Completes monthly and annual reports and submits them to TCEQ and the EPA.
- Makes sure all permits and licenses are current.
- Keeps all records in accordance with TCEQ laws and regulations.
- Assists with the renewal of the 5 year Wastewater Treatment Permit.
- Dumps sludge into drying beds
- Rakes and picks up dry sludge and places in roll off container.
- Contacts vendor to pick up sludge container and submits a necessary paperwork.
- Schedules chlorine pick up and delivery.
- Cleans and maintains lift stations.
- Makes wastewater taps.
- Ensures that Wastewater Treatment Plant meets all TCEQ rules, laws and regulations.
- Meets with TCEQ representative for onsite inspections and resolves any violations.
- Assists other departments as requested.
- Subject to be on call rotation.

MATERIALS AND EQUIPMENT USED

Vehicle, Backhoe, Loader, Skid steer, VacTruck
Hand tools (Rake, shovel, hoe, etc.)

SPECIAL REQUIREMENTS AND WORKING CONDITIONS

Primarily and outside position, ability to perform work in all weather conditions will be mandatory in both daily and emergency conditions.
Response time to the City of Hallettsville must be a reasonable commute



CITY OF HALLETTSVILLE

PHYSICAL DEMANDS

Ability to perform strenuous work in adverse conditions; fingers, hands, and arms dexterity; able to operate all equipment; hand-eye coordination; good hearing and vision; ability to lift 50 pounds and over; ability to climb in, on, and about equipment and vehicles, as well as in and out of trenches; ability to sit, stoop, bend, stand, push, pull, squat, walk, carry, and twist associated with respective field operations.

REQUIRED QUALIFICATIONS

High School Diploma or Equivalent
Wastewater Treatment Operator "C" license

DESIRED QUALIFICATIONS

Wastewater Treatment Operator "C" license and 5 years of experience in wastewater treatment plant operations
Ground Water Operator License Class C or higher

CLOSING STATEMENT

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Selected applicants must be able to pass a background investigation, pre-employment physical, and drug screen. Any position that lists a minimum qualification for education level and/or license/certification will require the applicant to provide proof of documentation if selected for hire into the position with the City. The City of Hallettsville is an Equal Opportunity Employer.

Applicant or Employee:

Printed Name

Signature

Date