

## DOWNERS GROVE SANITARY DISTRICT

### JOB DESCRIPTION

TITLE: OPERATOR

FLSA: Nonexempt

PAY RANGE: HOURLY I

#### GENERAL SUMMARY

Performs the daily operational tasks required to operate the Wastewater Treatment Center. Reports directly to Operations Supervisor.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Inspects, records, observes conditions, makes calculations and interprets variations in operating conditions.
- 2) Makes adjustments in operating processes as required to operate the plant without violations of permits under state and federal regulations.
- 3) Monitors and records gauges, meters and control panel readings.
- 4) Operates valves, switches and equipment to control flow and processing of wastewater, sludge and effluent.
- 5) Collects daily samples for laboratory analyses.
- 6) Maintains daily shift log.
- 7) Cleans equipment such as bar screens and weirs.
- 8) Performs sludge handling and delivery tasks including sludge drying bed cleaning and preparation, sludge pulverizing, and delivery.
- 9) Performs routine maintenance of equipment including oil changes and greasing of equipment.
- 10) Performs cleaning and maintenance of tanks, clarifiers and other process units by brushing, washing and other methods of cleaning.
- 11) Performs custodial tasks such as cleaning windows, sweeping and mopping floors, and painting, and performs grounds maintenance tasks such as weeding and planting.
- 12) Conducts tours of the plant for visitors including general public, school groups, peer groups, etc. during annual open house and throughout the year.

- 13) Must be able to carry a District-issued device on a 24-hour basis, seven days a week, on a rotating basis, in order to respond to emergency situations.
- 14) Stays updated on developments and concepts in wastewater operations through attendance at seminars and classes and reading trade journals and other related publications.
- 15) Assists with other areas of District operations as required.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 1) Requires good working knowledge of wastewater treatment operations which is generally acquired with one year of work experience.
- 2) Requires minimum of a Class 4 Wastewater Operator Certification from Illinois E.P.A. which must be obtained within two years of the date of employment.
- 3) Requires the ability to comprehend and follow complicated verbal and written instructions normally acquired through completion of high school education.
- 4) Requires ability to perform mathematical calculations at a high school algebra level.
- 5) Requires a minimum State of Illinois Class B Commercial Driver's License (CDL) with Full Air Brakes (no restriction) and a Tank (N) endorsement which must be obtained within six months of the date of employment. The District provides the employee with access to a Commercial Motor Vehicle on District property for the sole purpose of practice and testing prior to testing to obtain such license.
- 6) Requires knowledge of the proper care and use of equipment, tools and vehicles.
- 7) Requires interpersonal skills and abilities to communicate effectively both orally and in writing with the public, co-workers, contractors and outside agencies, including under difficult circumstances.
- 8) Requires ability to prepare and maintain detailed work records and reports.
- 9) Requires knowledge of computerized data processing normally acquired through a combination of high school courses and work experience.
- 10) Requires high school diploma or equivalent.

#### PHYSICAL ABILITIES REQUIRED

- 1) Drive cars and trucks and operate heavy equipment, including dump truck, front end loader and sludge pulverizer.

- 2) Respiratory fitness required for use of self-contained breathing apparatus for confined space entry and work with chemicals including chlorine and sulfur dioxide.
- 3) Standing, walking, sitting, bending and climbing repetitively throughout the day in areas including stairways, grating, catwalks, ladders and a variety of other interior and exterior surfaces and work areas.
- 4) Lifting, pulling and pushing objects on a daily basis, including buckets, tools, shovels, rakes and other equipment. Some objects weighing up to 50 pounds. Lifting of heavier objects with assistance, such as motors and pumps.
- 5) Work with equipment or perform duties that require extreme precautions to avoid injury.
- 6) Wear and use protective equipment, such as safety glasses, gloves, hearing protection, respirators and air packs, safety shoes, hard hats and other items as required by the task or job.
- 7) Ability to identify and distinguish colors.

#### WORKING CONDITIONS

Exposure to dirt, noise, wastewater, oils and the like. Most of work performed outdoors in all weather conditions and during day and night hours. Perform all duties while working alone. Work hours and work week vary accordingly to operations requirements. Must be available for emergency operations as required.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

08/13/21