

**NEW Water**  
**Job Description**



Salary Range: \$21.93- \$30.96  
Hiring Range: \$21.93- \$25.78

SECTION 1 ..... DEMOGRAPHIC INFORMATION			
<b>Job Title</b>	WWTP Operator-in-Training	<b>Division</b>	Operations
<b>Department</b>	Treatment	<b>Reports To (Job Title)</b>	Treatment Manager
<b>Full-Time / Part-Time</b>	Full Time	<b>Part-Time (Hrs per Wk)</b>	
<b>Pay Grade</b>	8	<b>Exempt/Non-exempt</b>	Non-Exempt
<b>Adoption Date (original job description date)</b>		<b>Last Revision Date</b>	July 12, 2016
<b>Approved By (generally same as "Reports To")</b>	Treatment Manager	<b>Human Resources Approval Date</b>	July 31, 2016
<b>Director Approved By (Job Title)</b>	Director of Operations		

SECTION 2 ..... JOB SUMMARY
<p>The primary role of this position is to develop the skills, knowledge, and experience required to operate all NEW Water treatment processes and their associated equipment at both wastewater treatment facilities. An individual in this position will initially be classified as an "Operator-In-Training". As operational knowledge at the Green Bay (GBF) and De Pere (DPF) facilities increase to a satisfactory level, as determined by the Treatment Manager, this person will be utilized as a relief operator on a crew. This position is expected to perform all of the same tasks as a Treatment Operator but at a reduced level of responsibility.</p> <p>Advancement opportunities exist for this person to move into a Treatment Operator position upon successfully completing all training and upon approval by the Treatment Manager.</p>

SECTION 3 ..... DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES	
<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed	
Description of Duties	Frequency
<b>Key Area: Plant Operation</b>	<b>60% of job</b>
Responsible for operating all equipment, facilities, and associated processes at both wastewater treatment facilities.	Daily
Develop the skills needed to ensure all equipment is operating at peak efficiency.	Daily
Identify improvement opportunities in the processes, facilities, and equipment as part of a continuous improvement culture.	Daily
Assist Maintenance, Field Services, and Utilities staff in troubleshooting equipment and process issues.	Daily
Request proper maintenance and servicing of equipment using the Computerized Maintenance Management System (CMMS) in a timely, efficient, and effective manner.	Daily
Develop the skills necessary to interpret analytical data from which intelligent decisions are made. These decisions affect the safe and proper operation of both of NEW Water's facilities, processes, and equipment. Utilizes analytical data, physical and chemical observations, electrical, mechanical and instrumentation conditions, computer-generated data, and log entries to make these decisions.	Daily
Must effectively organize work assignments and perform follow-up inspections to ensure that both facilities are operating efficiently.	Daily
Effectively communicate with internal and external customers while coordinating work activities to determine how changes in the operation will affect the process.	Daily
<b>Key Area: Safety</b>	<b>15% of job</b>
Ensures that all NEW Water Safety and Security policies are followed.	Daily
Participates in safety and security training as directed by the Treatment Manager.	Monthly
Reports unsafe conditions within the plants and makes recommendations to correct the issue.	As Needed
Communicates with the Treatment crews and other NEW Water staff regarding safety hazards.	As Needed
Takes appropriate action when a safety hazard is identified (e.g., notifies direct supervision and crew members	As Needed

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after properly identifying and mitigating the hazard).	
<b>Key Area: Research and Development</b>	<b>15% of job</b>
Assists in development, preparation, and updating of all division documents including: plant logs, analytical data, Operation and Maintenance (O&M) manuals, and Standard Operating Procedures (SOPs).	Daily
<b>Key Area: Coordinating, Scheduling, and Requisitioning</b>	<b>10% of job</b>
Responsible for the coordination, scheduling, and receiving of hauled-in-wastes at the GBF.	Daily
Responsible for the coordination, scheduling, requisitioning, receiving, and unloading of chemicals at the GBF and DPF.	As Needed
Identifies, orders, and receives supplies (e.g., small tools, chemicals, materials, and equipment) needed for normal plant operation and for special projects.	Daily
<b>Other:</b>	
Perform other job related duties as assigned.	As Needed
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	Daily
Follow organizational policies and procedures.	Daily

SECTION 4 ..... EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
Associate's Degree	Wastewater Treatment, Environmental Sciences, or related field of study.
<b>Additional Information Regarding the Required Education:</b>	Completion of the Wisconsin Wastewater Operators State Apprenticeship Program may substitute for the associate's degree. Demonstrated aptitude in the areas of mechanical operation, mathematics, biology, and chemistry, or an equivalent combination of training and relevant experience.

SECTION 5 ..... EXPERIENCE REQUIRED	
<b>Years of Experience</b>	0 – 6 months
<b>Other Specific Experience Required or Preferred</b>	Internship in a related field preferred.

SECTION 6 ..... CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid motor vehicle operator's license.	Yes	
Incinerator Operator Certification		Two Years
Be certified in confined space entry procedures, CPR, and First Aid,		Two Years
Training in forklift operation, respiratory protection, lockout/tagout, and fire extinguisher operation.		Two Years
<b>Preferred Certification/Licensure</b>		
All applicable subclasses for the advanced Grade IV level Wastewater Treatment Plant Operator's license as issued by (or acceptable to) the Wisconsin Department of Natural Resources (Including Continued Education Credits required to maintain a valid Wisconsin Wastewater Operator License.)		
Microbiology/Microscope Training		

**SECTION 7 ..... ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES**

Good knowledge of the principles, practices, and methods used in wastewater treatment facility operations. Knowledge of the methods, practices, tools, and materials used in the operation of pumps, blowers, valves, and related equipment. A growing understanding of preventative maintenance practices applicable to treatment plant equipment. Knowledge in the operation and troubleshooting of mechanical, electrical, and instrumentation equipment used in wastewater treatment plants.

Demonstrated aptitude in the areas of mechanical operation, mathematics, computers, biology, and chemistry.

Good knowledge of laboratory testing procedures and how to use the results in correcting operating conditions related to permit compliance. Good knowledge of sludge processing biology (aerobic and anaerobic) and of the techniques used to correct bacterial upsets to maintain or restore biological process balance. Good knowledge of water and air regulatory programs and their effect on plant operation (EPA Title V, EPA 503, WPDES permit, EPA 40 CFR Part 60 Subpart LLLL, and EPA 40 CFR Part 62 LLL).

Good knowledge in confined space entry procedures (Permit-required Confined Space OSHA 1910.146), lockout/tag out procedures (Lockout/Tagout OSHA 1910.147), and hazard communication practices related to Safety Data Sheets (Hazard Communication OSHA 1910.1200).

Ability to establish and maintain effective working relationships with staff, including both internal and external customers. Ability to communicate effectively both orally and in writing.

Ability to understand complex policies, procedures, and technical problems. Ability to critically analyze process problems and to use sound judgment in arriving at an effective and appropriate solution.

Competence in the use of personal computers for writing reports using word processing programs and the generation of data utilizing spreadsheets and databases for collection and process analysis.

The ability to work independently and safely while maintaining a safe work environment for all staff.

The ability to multi-task in stressful situations (i.e. Emergency response protocols, unplanned power outages, and high flow situations).

**SECTION 8 ..... SOFTWARE / TECHNOLOGY UTILIZED**

Microsoft Outlook, Word, Excel, Access, SharePoint, Rockwell Systems (SCADA), Maximo (CMMS), Maxcom (SDS for Chemicals), ExecuTime (Time and Attendance), Programmable Logic Controllers (PLC's), Stackvision (Continuous Emissions Monitoring System - CEM), Simplex security system

**SECTION 9 ..... EQUIPMENT / MACHINERY UTILIZED**

Computers, forklift, motorized carts and hand tools, power tools.

Operation of all plant equipment including: Pumps, screening equipment, samplers, air monitoring sensors and equipment, grit removal systems, clarifiers, scum removal equipment, aeration basins, air compressors, mixing equipment, on-line analyzers and monitors, valves (manual, electric, pneumatic), treated cooling water and service water systems, sand filtration equipment, gravity thickeners, gravity belt thickeners, dry polymer system, belt filter presses, HVAC, multiple hearth incinerators, chemical feed systems, conveyor systems, flow control gates, plant heating boilers, emergency generators, air emissions system, and disinfection equipment.

**SECTION 10 ..... JUDGMENTS / DECISION-MAKING: IMPACT**

Description of Duties	Check One
<b>Job Centered / Work Unit:</b> Decisions are typically isolated to an individual's job or work unit.	<input checked="" type="checkbox"/>
<b>Department-Wide:</b> Decisions may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input type="checkbox"/>

<b>Multiple Departments:</b> Decisions are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
<b>Entire Organization:</b> Decisions are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

**SECTION 11 ..... JUDGMENTS / DECISION-MAKING EXAMPLES**

<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
<b>Example of Decision / Judgment</b>	<b>Job Title of Who Reviews (If Anyone)</b>	<b>Frequency</b>
Maintain safe and efficient plant operational practices and procedures to ensure regulatory compliance.	Treatment Manager Treatment Leaders, Treatment Operators, Wisconsin DNR, EPA	Daily
Contribute to plant operational changes by interpretation of operational spreadsheets, databases, lab data and microscope analysis.	Treatment Manager Treatment Leaders, Treatment Operators, Wisconsin DNR, EPA	Weekly
Assist in coordination of process changes and equipment rotation.	Treatment Manager Treatment Leaders, Treatment Operators	Daily
Assist in maintaining staffing requirements and balancing workloads.	Treatment Manager Treatment Leaders, Treatment Operators	Daily
Troubleshooting, performing minor maintenance on equipment.	Treatment Manager Treatment Leaders, Treatment Operators, other departments	Daily
Assist in equipment rotations driven by service requests.	Treatment Manager Treatment Leaders, Treatment Operators	Daily
Perform position requirements using proper personal protective equipment.	Treatment Manager Treatment Leaders, Treatment Operators, Safety and Security Coordinator	Daily

**SECTION 12..... PROBLEM SOLVING**

<b>Example of Problem</b>	<b>Resources Used</b>
Assist in monitoring, evaluating, and adjusting parameters to the following processes: pump station, screenings, primary treatment, biological aeration, effluent filtration, effluent disinfection, gravity belt thickening, gravity thickening, belt filter presses, and incinerators.	SCADA, CEM Systems, samplers, Microsoft Access, Lab Data, Analytical Measurement Devices (e.g. TSS and DO Probes), PLC's, and operational knowledge and experience.
Assist in monitoring and adjusting plant operation at both facilities to accommodate fluctuating loadings and flows.	Flow Meters, Lab Data, SCADA System, external customer communications, interdepartmental coordination
Assist in monitoring and adjusting plant operations during any upsets such as major rain events to prevent any sewer backups within our service area, maintaining adequate treatment of incoming flow and preventing any bypass to the river.	Additional equipment and/or processes, DPF force main transfer, collection system monitoring, call-in list, NOAA weather forecasting.
Assist in monitoring for shock or toxic loads, unplanned power outages, and/or high seasonal loadings	Communication with Pre-Treatment coordinator, sampling, security system, power monitoring devices.
Protection of equipment from freezing during winter months.	Basin Winterization Procedures, Service Water, Process air, ice chippers.
Assist in troubleshooting operational problems and upsets.	SCADA, Lab Data, Grab Sampling, Operational Experience
Assist in troubleshooting equipment failures	CMMS (Maximo), SCADA, Operational Experience
Assist in monitoring and adjusting plant performance during construction/upgrade projects.	SCADA, Lab Data, Grab Sampling, Operational Experience, Project Coordinator updates.

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**SECTION 13 .....WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS**

**Frequency:** Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed

Title/Description of Contact	Purpose of Contact	Frequency
Treatment Department	Offer team encouragement and direction as a self-directed work group.	Daily
Interdepartmental (all NEW Water Departments)	Plant maintenance, repairs, troubleshooting, equipment rotations, power switches, sample data, monthly plant sampling (MPS), priority pollutant sampling, whole effluent toxicity testing (WET), plant tours, special projects, rules and regulations.	Daily
Solid Waste Disposal Company	Schedule and coordinate filling and pick-up times of ash, grit, and solid waste.	Daily
General public, consultants, business representatives, other wastewater professionals, outside vendors, outside contractors.	Answering outside phone calls during off hours, primary contact for emergencies, plant modifications, public education, lead plant tours.	Daily
Chemical Supply Companies	Order and schedule delivery of chemicals,	As needed
Regulatory Agencies	Reporting of any incinerator upsets chemical/hazardous waste spills.	As needed
GBF and DPF Mill Flows	Monitoring unusual flows, pH or shutdowns.	Daily
Wisconsin Public Service	Power Outages	As Needed
Diggers Hotline	Monitor for Non-Emergency and Emergency locates to dispatch appropriate personnel when needed	Daily

**SECTION 14 .....SUPERVISION / MANAGEMENT AUTHORITY**

Action	Yes	No	Provides Input
Screen / Interview Applicants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hire / Promote Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Written / Verbal Warnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Work Schedules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coach Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employees <u>D</u> irectly Supervised	
# Employees	Job Title
Employees <u>I</u> ndirectly Supervised	

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# Employees	Job Title
2	Youth Apprentices
3	Summer Interns
4	Limited Term Employees

**SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS**

Refer to ErgoFactor Job Analysis for this position for details.  
<S:\Safety\Blankenheim Project\Operations\WWTP Operator in Training.pdf>

**SECTION 16 .....ADDITIONAL COMMENTS**

Assist in accurately making quick and accurate process changes/decisions for unanticipated problems at both facilities.

Must be able to comprehend how a process change in one area of either facility can affect the complete treatment process.

Ability to work 12 hour shifts, including nights, weekends and holidays, show flexibility to rearrange hours to experience unique operational events

Must keep current on all of NEW Water's emergency and safety procedures, NEW Water policies, new technologies, computer software, state and federal regulations.

Assist in training Interns, Youth Apprentices, Limited Term Employees.

**THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.**

**JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.**