

# Job Description

**Job Title:** Wastewater Operator Trainee  
**Area:** Water Department (415)  
**Pay Grade:** 5  
**Reports To:** Wastewater Plant Lead Operator  
**Supervises Directly:**

## Job Summary:

Carry out proper operation and maintenance of the wastewater plant facility. Operate and maintain the wastewater plant in a safe and efficient manner that meets guidelines set by the State of Mississippi and as directed by the supervisor and department head.

## Essential Functions:

1. Shall maintain an ongoing oversight of the wastewater plant facility.
2. Shall use monitoring devices, computers, gauges, and visual observations to make required changes in pumps, controls, or other equipment.
3. Shall perform periodic collection and analysis of samples to assure conformity to accepted standards and regulations and in event of deviation make the necessary changes in operations.
4. Shall maintain a correct and honest record of all test results, gauge readings, recordings, shift assignments, duties and work performed, maintenance and any other record, log, or reports required by any federal, state, or local agency or by the plant supervisor.
5. Shall supervise such personnel assigned to him in the routine, emergency, or trouble operations and maintenance of plants.
6. Shall see that any instructions or assignments given personnel are carried out correctly or carry them out personally if no one is available or those available are not qualified.
7. Shall make any adjustments in chemical dosages, treatment process, or supplies used that might occur during routine operations.
8. Perform other jobs required as an operator or supervisor and those considered necessary by the supervisor or department head.

## Educational Requirements:

Must have high school diploma, GED or equivalent.

**Job Requirements:**

1. Must have sufficient math skills to be able to add, subtract, multiply, and divide all units of measure, and perform calculations that would be needed and be able to interpret them.
2. Must be able to lift and carry 50 pounds.
3. Must be able to stand, walk, sit, reach with hands and arms, climb, balance, stoop and kneel.
4. Must have basic skills in computer operations, chemistry, and mechanical maintenance.
5. Must have and maintain a valid Mississippi Driver's license.
6. Must be able to carry out routine job requirements and accomplish all assignments without constant supervision.
7. Must be able to work outdoors in differing weather conditions and temperature variations.
8. Must be able to understand and follow written and oral instructions.
9. Must be able to speak clearly and effectively.
10. Must understand and obey safety rules and use proper safety equipment, gear, and procedures as required.
11. Must be able to work indoors in varying temperature ranges and outdoors in differing weather conditions.
12. Must be able to use hands to finger, handle or feel objects, tools or controls.
13. Must be familiar with routine and emergency operation of the wastewater facilities and supporting infrastructure.
14. Must be available for call back and/or overtime as required.
15. Must have knowledge of operation and maintenance of all equipment that might be used. Work will often be on equipment and subject to inherent dangers of such equipment. Must be able to work with and around various chemicals.
16. Must be able to perform all normal tests required, read data from charts, meters, and other recording devices and to interpret the data for any changes, corrections, or improvements needed in the area under examination to assure water quality standards are met.
17. Must have or be able to obtain within a specified period of time a minimum of a Class I Wastewater Certification from the Mississippi Bureau of Pollution Control and must be able to maintain it.

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I understand that the duties and responsibilities above are not all inclusive and other duties and responsibilities may be expected of me in the performance of this job. I realize it is my responsibility to ask my supervisor for clarification if at any time I do not understand what is expected of me in the performance of this job. I understand that I must be able to perform all essential functions of this job, with or without accommodation, and that if at any time I am not able to perform all essential functions of this job, with or without accommodation, I am to promptly notify my immediate supervisor. By signing below, I am stating that I have read and understand this job description in its entirety, and am verifying that I can perform the essential functions of this job.

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***Employee Signature***

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***Date***