

Job Description

GRSD Sewer Authority



Title: Operator 3
Supervised By: Authority Manager or Lead Person/Supervisor
Supervises: None
FLSA Status: Non-Exempt

General Summary:

Under minimal direction of the Authority Manager or Lead Person/Supervisor, participate in the day-to-day operations and maintenance of the wastewater treatment plant, collection system, and building and grounds. As a lead operator, assist in developing daily work assignments.

Essential Job Functions:

The duties listed are intended only for illustration of the various types of work that may be performed by an employee in this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Monitor effluent for NPDES compliance. Perform all required sampling and laboratory analysis.
- Perform electrical and mechanical troubleshooting and repairs.
- Work rotating schedules, overtime, holidays, and be available for standby or callback as assigned.
- Collect and maintain a variety of records/data relating to operations, inspections, maintenance, and inventory of treatment plant and collection system.
- Clean and operate various equipment by doing such things as emptying, cleaning, and filling tanks, changing the direction or amount of flow, changing valves, adjusting chemical feed rates, and making routine control adjustments.
- Respond to emergency calls at the plant or collection system and provides back-up to related positions.
- Responsible for sewer hookup inspections. Perform basic plumbing installation and repair.
- Attend schools and workshops as necessary and pertinent to this position.
- Perform related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Possession of a high school diploma or equivalent.

Five (5) years of experience working in a wastewater treatment plant or similar facility.

Experience maintaining electrical and mechanical equipment used in pump stations.

Possess and maintain a valid driver's license and a good driving record.



If required to drive a Vac Truck, must possess and maintain a valid CLD-B driver's license with Tank endorsement, DOT Physical, and a good driving record; Must submit to random drug screening.

Ability to pass a pre-employment background check, physical, and drug screen.

Possession of a Michigan Class C Wastewater certification.

Ability to work overtime, holidays, and be available for standby or callback as assigned.

Ability to perform basic math

Knowledge of basic safety practices

Knowledge of the operation of a variety of lab equipment, generators, pumps, gauges, and other common tools.

Ability to operate a variety of light equipment such as, but not limited to: portable pumps and lowers, small tractors, snow blowers, pick-up trucks.

Ability to use a personal computer.

Ability to work with detailed information and data.

Ability to read and interpret blueprints and drawings.

Ability to climb ladders and perform heavy manual labor.

Ability to communicate, carry out oral and written instructions, set priorities, and meet deadlines and schedules

Ability to sometimes work independently with no supervision

Ability to safely use a variety of Personnel Protective Equipment (PPE) including respirators when required.

Ability to set priorities, meet deadlines and schedules, and work independently or as part of a team.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee may encounter potentially hazardous conditions, such as slippery floors, working from heights or depths of up to 30 feet, in confined spaces, or on difficult terrain, and may include exposure to chemicals, gases and fumes. Some lifting up to 50 pounds, carrying, pushing, and/or pulling and significant fine finger dexterity is required. Generally the job requires standing, but walking, sitting, crouching, and kneeling will be done. May be required to work outside in inclement weather conditions.