



Job Title: Chief Waste Water Operator

Department: Public Works / Wastewater
Reports To: Waste Water Superintendent
FLSA Status: Regular Full –Time Employee

First review of applications/resumes will be held on May 30, 2017.

Applications may be dropped off at City Hall, 125 S. Second Street Odessa, MO or mailed to:

*City of Odessa
Attn: Peggy Eoff, City Clerk
PO Box 128
Odessa, MO 64076*

Summary: The Chief Waste Water Operator works very closely with the Waste Water Superintendent and is responsible for the daily operation of the Southeast Waste Water Treatment Facility and will assist the Chief Waste Water Operator of the Northwest Treatment Facility when needed. This position is responsible for compliance with DNR and EPA regulations pertaining to all wastewater operations. Odessa offers a competitive benefits package and retirement through LAGERS. Beginning salary range is \$17.22 to \$19.93 depending on qualifications. Odessa is an Equal Opportunity Employer.

General Comments:

Are you looking to join the team of a growing, vibrant City just outside of the Kansas City metropolitan area? The City of Odessa is nearing completion of state of the art upgrades to their waste water treatment facilities and is ready to move forward with residential and commercial growth. Come be a part of this exciting strong team serving the Odessa community all while getting to use your skills and learn new skills in a new upgraded facility. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related, or a logical assignment to the job. Employee may be required to work in other departments.

This job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the job and City change.

Job Description Continued Below

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- I. Processing Activities:
 - a. Daily operation of waste water plant.
 - b. Collects water samples, conducts specific tests to measure quality of the waste water sample assuring accuracy by following the correct protocol for each test.
 - c. Analyzes test results. Records test results on daily work sheets. Assures that the chemicals are properly balanced at all times.
 - d. Conducts regular follow up testing and monitoring of waste water in the treatment process.
 - e. Conducts a procedure of back washing of filters on a regular and routine basis.

- II. Maintenance Activities:
 - a. Conducts a physical inspection of malfunctioning equipment, makes a diagnosis, and performs the required maintenance.
 - b. Completes a preventative maintenance plan assuring for thoroughness and for the proper operation of all equipment.
 - c. Transports failed equipment to the street department for some maintenance operations.
 - d. Responds to notification of blocked sewers, inspects the site and removes or eliminates the blockage in thorough manner.
 - e. Communicates on a regular basis with the director of public works on department operations.

- III. Monitoring of Wastewater Lagoon Activities
 - a. Assures the monitoring and testing of the wastewater lagoons at least twice a week.
 - b. Notifies the director of public works of any malfunction or problem with the safe operation of the waste water system.
 - c. Makes visual inspection of sewer lagoons, determines if treatment is needed, and directs staff to make proper treatment. Manages the daily operations of the wastewater system.
 - d. Verifies the regularly scheduled testing of the lagoons. Confirms all required monthly lagoons samples are collected and tested. Submits samples to labs and records data in logs.
 - e. Manages the mowing of lagoons and other city property as needed.

- IV. Collection System Activities:
 - a. Receives and completes work orders involving sewer operations and data collection.
 - b. Ensures proper operation of the wastewater systems.
 - c. Responds to emergency situations involving line stoppages as required assuring for safety and timeliness.
 - d. Monitors and reports sanitary sewer overflows both to the director of public works and State of Missouri DNR.

Other Responsibilities:

- I. Filling out of and filing all necessary paperwork required by DNR and EPA.
- II. Works along with the plant operators and lab specialist on a daily basis.

- III. Assists with the preparation of the fiscal budget for the wastewater department.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Working knowledge of state, federal, and local standards and regulations regarding waste water treatment and collection system.
2. Knowledge of modern laboratory equipment, chemical analysis, and the laboratory tests required for waste water treatment.
3. Valid Missouri CDL class B driver's license.
4. Must be able to work without immediate supervision.
5. Must be eighteen (18) years of age or older.
6. Must have reliable transportation.
7. Must have a reliable telephone system.

Education and Experience:

1. High School diploma.
2. At least two (2) years' experience in the operation of a waste water treatment facility.
3. Achieved State of Missouri Wastewater "A" License
4. Some supervisory experience.

Reasoning Ability:

1. Must be able to work with the general public and other city employees.
2. Must have pay strong attention to customer service.
3. Must have normal mental ability.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The employee must frequently stand, walk, stoop, kneel, crouch, crawl, hear, see, smell, and talk.
2. Must have normal physical mobility and agility.
3. Must have physical strength to lift and handle fifty (50) pound objects.
4. Must have above-normal physical endurance to handle above listed tasks.
5. Participates in monthly meter reading as assigned or necessary.
6. Participates in the city's on call service.

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

1. Employee will work both inside and outside in performing the duties of this job.
2. The employee will be subject to all weather conditions and temperature extremes.
3. Above average exposure to chemicals, fumes, heights, and work safety hazards.
4. The employee may be occasionally exposed to dust, loud noises, darkness, and cramped spaces.