

# FORREST CITY WATER UTILITY

## OPERATOR - WASTEWATER TREATMENT

Revised: January 2021

Position Reports to: Wastewater Supervisor  
Subordinate Staff: Operator in Training

Under the direction of the WWTP Supervisor, the Wastewater Treatment Plant Operator operates the Wastewater Treatment Plant to the Plant's ability to meet the discharge requirements as set forth in the Plant's Discharge Permit issued by the Arkansas Department of Environmental Quality.

### ESSENTIAL FUNCTIONS

Performs the daily operation of the wastewater treatment plant on an assigned shift.  
Maintains records and logs of flow, chemical usage, maintains charts, maintains log of problems, power failures, equipment, and problems, etc.  
Performs basic/minor electrical troubleshooting and repair.  
Performs maintenance and repairs on pumps and other equipment.  
Performs required laboratory analysis such as TSS, BOD, DO, pH and other required tests as required for operations or for monitoring reporting requirements.  
Assists with delivery of chemicals to ensure proper storage and handling.  
Informs SUPERVISOR of problem areas, supplies needed, equipment that needs replacing and assists in scheduling preventive maintenance, as well as make recommendations for repairs and improvements to these systems.  
Performs "housekeeping" and clean-up duties as required of plant and grounds.  
Performs other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Ability to read, write, perform mathematical calculations for required records and laboratory tests.  
Ability to perform required laboratory tests.  
Ability to read blueprints, charts and meters.  
Ability to read and interpret equipment operation and maintenance manuals.  
Ability to write plainly for record keeping.  
Ability to lift and move 60 pounds, move up and down ladders, and pass through a 24-inch manhole ring.  
Ability to work in inclement weather.  
Knowledge of Computer Fundamentals and the ability to use MS Word and Excel  
Knowledge of basic Hydraulics and pump controls

### OTHER QUALIFICATIONS

Must have and maintain a valid Arkansas Driver's License. Must be insurable by the Utility's vehicle insurance.  
Loss of driver's license is cause for dismissal.  
Must be willing to work overtime when needed.  
Must be able to work weekend shifts on a rotating basis.  
Must maintain a personal telephone and is subject to call 24 hours a day, 365 days of the year.  
Must be able to report for emergency duty within 30 minutes of request.

### SPECIAL CONDITION OF EMPLOYMENT

Must have and maintain a Class "III" Wastewater Operator's License, a Class I Water Treatment License and a Class I Distribution License or a combination of experience and education to provide the required level of knowledge and abilities to pass the required tests to obtain a Wastewater III Licenses within 18 months from date of hire or assuming the position. Must pass the Treatment and Distribution test within 24 months of hire or assuming the position.

The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities, or requirements.