

**CITY OF STUART
JOB DESCRIPTION**

Title: **WASTEWATER SYSTEM SPECIALIST**

Department: **Public Works Wastewater Treatment Team**

Job Code: **5075**

Grade: **H13**

Exempt Status: **Non-Exempt**

CHARACTERISTICS OF THE CLASS

Under the general direction of the Team Leader II, incumbent is responsible for the operation of the Wastewater Treatment Plant. Duties include ensuring the proper operation of the plant. Incumbent is also responsible for the maintenance and repair of wastewater plant equipment, lift stations, sewage collection system, machinery, pipes etc. Responsibilities include the collection, treatment and disposal of wastewater that meets quality standards at the Federal and State regulatory agencies and the Utilities Division and efficient and safe mechanical and electrical operation of machinery and equipment; assisting in the installation of new equipment, and repairing and maintaining equipment. Work is reviewed by the Team Leader II through observation and verbal or written reports for adherence to established policies and procedures and insuring the efficient and safe mechanical and electrical operation of machinery and equipment.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Performs chemical tests and laboratory analysis of wastewater to ensure quality; also performs lab equipment calibration and the mixing and feeding of treatment chemicals.
2. Maintains industrial equipment; charts, meters and physical plant security.
3. Operates emergency power generators, electrical switchgears, and various industrial equipments.
4. Prepares reports and logs regarding the quality of wastewater for regulatory agencies and city records; records equipment malfunctions.

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5. Responds to questions from the public; handles citizens' complaints; calls emergency personnel as needed.
6. Performs general housekeeping duties and yard work as required.
7. Inspects, repairs, services, paints and maintains structures, pumps, wells, motors and equipment.
8. Replaces pumps, motors, bearings, broken valves, leaky pipes and faulty equipment.
9. Works with chemicals; cleans chemical spills.
10. Cleans tanks and other structures and equipment as directed; maintains facilities and grounds.
11. Maintains maintenance and service records, work completed reports and tools utilization records.
12. Performs plumbing, masonry and carpentry in the maintenance of plant and equipment.
13. Assists other mechanics, welders and other personnel as required.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or GED; supplemented by five (5) years experience in a related field or any equivalent combination of training and experience.

Must possess the State of Florida Department of Professional Regulation Wastewater "C" Treatment Plant Operator License.

Must possess a valid Florida Driver's License.

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B. Knowledge, Abilities, and Skills:

Knowledge of basic wastewater collection, treatment and disposal methods and procedures, equipment and materials used in wastewater treatment.

Knowledge of the occupational hazards and the safety precautions associated with wastewater treatment.

Knowledge of basic computer skills for reporting documents.

Ability to maintain records and prepare clear and concise reports regarding plant operation.

Ability to communicate effectively, orally and in writing.

Ability to establish effective working relationships dealing with employees, superiors and the general public demonstrating a courteous and concise manner.

Skill in the use of computer systems used in wastewater collection, treatment and disposal.

C. Physical Requirements:

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, reaching, stooping, working in confined spaces, and lifting or carrying moderately heavy (25-50 pound) items and occasionally very heavy (100+ pound) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, with associated equipment.

D. Environmental Requirements:

Task requires that work be performed in adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee