

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> AF124 WPC Process Operator
<b>POSITION #/TITLE:</b> ALL WPC Process Operator	<b>Adopted:</b> 07-99
	<b>Revised:</b> 01-09

<b>POSITION DESCRIPTION</b>
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<b>Dept/Division:</b> Utilities/Water Pollution Control	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> AFS/AFSCME	<b>Salary Grade:</b> 30
<b>Reports To Position #/Job Code #/JC Title:</b> NB206/WPC Operations Supervisor	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Very Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Requires use of SCBA, Physical Qualifications Test
<b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Foot, Hearing, Respirator, Protective Clothing, Fall Protection, Gas Monitor	

<b>General Statement of Duties</b>
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Provides technical services to sustain proper operation of the WPC plant. The work involves monitoring plant processes, interpreting variances, making corrections, and maintaining operational records.

<b>Distinguishing Features of the Class</b>
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Works under general supervision in operation of highly prescribed processes, but uses some discretion in daily process adjustments and maintenance tasks.

<b>Examples of Essential Work (Illustrative Only)</b>
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Operates and monitors pumping stations, pure oxygen activated sludge processes, oxygen generation, disinfection facility, processes of primary, secondary, and tertiary wastewater treatment facilities, standby electrical generators, odor control processes, grit and scum removal units, sludge thickening, conditioning, and disposal, and all support systems;  
 Reads and records data from recorders, gauges, computer console, and various instrumentation. Records operational information;  
 Interprets information obtained, troubleshoots problems, and makes necessary adjustments;  
 Initiates "Maintenance Action Requests" for equipment repair;  
 Performs simple laboratory tests for cooling tower water quality, boiler water quality, wastewater parameters, and other tests as may be required;  
 Takes samples for laboratory analysis;  
 Maintains work areas in an orderly and clean fashion;  
 Wears and properly uses safety equipment including personal protective, fall protection equipment, self-contained breathing apparatus, and gas detection equipment;  
 Participates in confined space entries and emergency response;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

### **Required Knowledge and Abilities**

Specific knowledge of the purpose, processes, and equipment of wastewater treatment, including knowledge of the processes used at the Cedar Rapids Water Pollution Control Facilities;  
Knowledge of computer and control systems as applied to plant operation;  
Skill in application of specified knowledge of plant operations;  
Ability to read, write, and understand the specialized vocabulary of wastewater treatment;  
Ability to understand blueprints and schematics, and to perform intermediate level mathematical computations;  
Ability to properly utilize the following equipment and tools: computer keyboard for data entry and process control, calculator, mechanical hand tools, simple laboratory equipment sludge blanket detector, hazardous gas detectors, personal protective equipment, fall protection equipment, self-contained breathing apparatus and to manually operate ground level and overhead valving;  
Knowledge of OSHA permit-required confined space entry protocol, respiratory protection standards, right-to-know laws, CPR and First Aid;  
Ability to be certified in CPR, First Aid and self-contained breathing apparatus;  
Ability to react quickly when operating or working around equipment in an uncontrolled environment;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

High school course work in reading and math, preferably supplemented by vocational training in wastewater treatment plant operation. Minimum of two years experience in the operation of a wastewater treatment plant, preferably with the processes used at the Cedar Rapids Water Pollution Control Facilities (thermal conditioning, dewatering, and multiple hearth incineration); or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Must possess and maintain: Grade I Iowa Wastewater Treatment Plant Operator License or a Bachelors Degree in a related science and possession of a Grade I Iowa Wastewater License within 1 year of the start of employment.

### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to operate equipment and tools;  
Sufficient manual dexterity, which permits the employee to operate equipment and tools;  
Sufficient personal mobility, which permits the employee to operate equipment.