

AN ORDINANCE FOR JOB DESCRIPTION OF WASTEWATER TREATMENT OPERATOR:

The Wastewater Treatment Plant Operator shall have the following duties:

1. Having direct responsibility for the overall administration, supervision, operation and maintenance of the wastewater treatment facility and the two wastewater lift stations. Regular machinery lubrication, cleaning, painting and other maintenance requirements as needed. Shall cut grass, weeds, and brush, trim trees, rake leaves in and around treatment plant site. Collect and dispose of trash.
2. Having authority over all plant functions. Performs and analyzes laboratory tests, adjusts processes accordingly. Operating the treatment plant, controlling the flow and processing of wastewater and effluent. Keep laboratory area clean and maintain all equipment in a neat and orderly manner. Monitor gauges and control panels, interpret meter and gauge readings and test results to determine process requirements. When needed, open and close valves and gates manually and start and stop pumps to control and adjust the flow and treatment process.
3. Daily inspection of the plant to determine the efficiency of the plant operation and maintenance, and when needed, initiate operational changes and repair operations.
4. Review and coordinate all data and records for the use of the budget report and purchase requests, submitting them to the city council along with any major equipment purchases and plant improvements.
5. Be responsible for preparing and maintaining of all reports and records necessary in operation of the plant. Set up written plan of action in case of emergencies or other process failures. Operator must have a written designation of the person in charge of operations at the plant in his absence.
6. Train new personnel when needed and maintain a high awareness of safety hazards around the plant.
7. Responsibility for maintaining effective communication with employees, government officials, and the general public. Be able to discuss plant operations with any visitor.
8. Operator keeps continuously informed of the best operating and maintenance practices. Be responsible to keep certification up to date.
9. Will be required to check the two lift stations daily and be responsible for their operations and maintenance.
10. Be responsible to the Public Works Director. The operation of the wastewater treatment facility may not always require a full 40 hour work week. When operations at the plant do not require a full 8 hours day, operator should report to the Public Works Director for other work assignments with city employees.
11. Operator must have and maintain the license grade of the Iowa Department of Natural Resources designation of this plant.
12. Operator must live in the state of Iowa and live within 25 miles of the Buffalo City Hall at time of employment.

Any ordinance or parts of any ordinance in conflict with this ordinance are hereby repealed. Passed by the Council of the City of Buffalo, Ia. this 02 day of December, 1991. Approved and signed by the Mayor of Buffalo this 02 day of December, 1991.

Attest: Carol A. Bernauer
 Carol A. Bernauer, City Clerk of
 Buffalo, Ia.

Signed: Betty O. Walters
 Betty O. Walters, Mayor of Buffalo,
 Ia.