



JOB POSTING

June 23, 2022 (INTERNAL POSTING)

June 23, 2022 (EXTERNAL POSTING – ONLINE: City Website & Facebook, Indeed)

July 5, 2022 (FIRST REVIEW OF APPLICATIONS- (7 regularly scheduled work days following the posting)

Position remains open until filled.

The City of Buchanan has a vacancy within its Wastewater division, first shift, and will be accepting applications for the position of Wastewater Operator. The position will report to the Wastewater Treatment Plant in the City of Buchanan, at 502 River Street. Candidates must be willing and able to obtain a class C Michigan municipal wastewater license (training and classes are available). Competitive Union pay scale begins at \$19.81 hourly, ranging up to \$21.88 annually (along with up to an additional \$3.08 per hour as state licenses are obtained). Applications can be picked up at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan, 49107, or are available online at www.cityofbuchanan.com (search for “employment opportunities”). Please return your paper application and/or resume to Buchanan City Hall, ATTN: Wastewater Dep’t., or submit via email to whousand@cityofbuchanan.com CC bwall@cityofbuchanan.com.

Job Description/Statement of Qualifications Below:

CITY of BUCHANAN Job Description

WASTEWATER OPERATOR

SUMMARY

Operate and maintain a variety of wastewater processing equipment. Understand and respond to all current and changing regulatory demands. Meet any and all State and Federal requirements. This position shall also carry out any/ all other public services duties so assigned or issued by the Wastewater Superintendent and/or their designee. This position also requires the possession or procurement (and maintenance) of a Commercial Driver’s License, Class “B” with an air brake endorsement, as well as a Class C Michigan municipal wastewater license (training and classes may be made available).

SUPERVISION RECEIVED

The work is performed under the general supervision of the Wastewater Superintendent, and/or their designee.

SUPERVISION EXERCISED

This position will require supervision to be exercised over employees assigned to assist with work tasks.

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RESPONSIBILITIES AND DUTIES

The responsibilities and duties of this position shall include but are not limited to any or all of the following. (Does not include all tasks an employee may be expected to perform.)

1. Take samples and conduct chemical tests to record and control treatment operations.
 - a. Take wastewater samples at required frequency and locations in the treatment process.
 - b. Carry out and record results of a variety of standardized laboratory tests to determine suspended solid levels, volatile solids, alkalinity, B.O.D., phosphorus levels, and other critical parameters in the treatment process.
 - c. Clean, calibrate and maintain laboratory equipment, order supplies, and make up reagents and other standard testing compounds.
 - d. Notify the Direct Supervisor of abnormal test results. Make notifications to supervisors when making adjustments in the chemical process to meet required treatment standards.

2. Operate and maintain a variety of wastewater processing equipment.
 - a. Operate treatment equipment. Take readings and check flow and levels in grit chambers and settling tanks, clear and clean screens and filters. Control flotation procedures and operate pumps to remove sludge and waste water for further processing.
 - b. Operate chlorinators, conveyors, metering instrumentation, and a variety of lift and sludge pumps and blowers.
 - c. Check readings and inspect assigned equipment while in operation. Load processing chemicals, make adjustments and minor repairs. Lubricate and carry out other preventative repairs.

3. Any/all other needed responsibilities when called upon.
4. Develop and administer the Industrial Pre-treatment Program.
5. Provide and maintain all reports pertaining to the operation of the WWTP.
6. Prepare, submit, provide and send all required monthly, quarterly and yearly required reports to the State and US EPA.
7. Maintain knowledge of State and Federal Regulations pertaining to wastewater treatment.
8. Implement operational changes that shall assure compliance with all established regulations.
9. Possess and/or willing and able to acquire, and then maintain a Commercial Class "B" Driver's License with air brake endorsement [preferred, but not required, to have the Class B Commercial License.]
10. Perform related work as required.

DESIREABLE QUALIFICATIONS FOR EMPLOYMENT

An employee in this class, upon appointment, should have attributes that will lend strength to the operation of the waste water treatment plant. This classification also carries attributable skills in the operation of heavy equipment, equipment repair, electrical, mechanical strengths and overall skills that will reach beyond waste water general operation.

1. Knowledge of the procedures and practices of mechanical equipment operation to efficiently operate and maintain assigned waste water treatment machinery.
2. Knowledge of the basic principles and techniques of chemistry and biology to accurately carry out a variety of standardized waste water treatment tests.
3. Knowledge of the safety procedures and precautions of waste water plant operations.
4. Knowledge of the procedures and practices of laboratory safety.
5. Skill in operating and maintaining a variety of plant equipment.
6. Skill in operating basic laboratory testing equipment.
7. Skill in maintaining test records and compiling related reports.
8. Ability to establish and maintain effective working relationships with fellow employees.
9. Preferred training includes an associate's degree in chemistry, biology and related subjects.
10. Required experience in skills that will lend to the efficient operation of the City of Buchanan as a whole and progressively pursue a Class "B" wastewater operator's license.