



**CITY OF STARKVILLE
JOB DESCRIPTION**

**Title: Water/Wastewater Assistant
Wastewater Division**

Department: Water Treatment or

Reports to: Manager

Classification: Exempt

Approved by Board: _____

GENERAL POSITION SUMMARY:

The Water/Wastewater Operations Assistant performs a variety of semi-skilled work functions associated with operations and maintenance of the City's water treatment plants, related systems and equipment, and wastewater treatment plant operations and maintenance.

ESSENTIAL JOB FUNCTIONS:

- Perform operation of wastewater treatment plant and sludge handling facility.
- Participate in the control of flow and processing of wastewater, sludge, and effluent.
- Perform the operations for wastewater screw presses and solar houses. Perform weekly cleaning and maintenance of screw presses and polymer pumps.
- Inspect wastewater plant equipment and machinery to determine that all machinery is operating properly.
- Take laboratory samples at various stages of treatment, performs routine laboratory and bacteriological analysis to determine effectiveness of treatment procedures and records results.
- Operate sludge processing equipment and screw presses. Measure primary and secondary settling basins sludge depths.
- Assists in controlling water treatment plant processes and equipment per established procedures to purify/clarify water for human consumption and industrial/commercial use and to ensure a continuous, adequate supply of potable drinking water meeting federal/state regulations.
- Collects a variety of water samples for laboratory analysis, process control and regulatory compliance.
- Learn to perform standardized laboratory tests for water treatment plant process control (alkalinity, hardness, turbidity, chlorine and fluoride residual, pH, color, etc.)
- Learn to perform complex mathematical calculations to determine plant process requirements and efficiencies.
- Learn to make decisions on chemical feed rates and plant process operations to treat varying water quality and flow rates as required by the city water system demand.
- Performs maintenance and repair of plant facilities and process equipment; monitors and inspects equipment at remote plant facilities to evaluate operating conditions and ensure safety, maintenance, and proper process operations; diagnoses, maintains, and performs mechanical and electrical repair and maintenance on equipment, pumps, engines, motor, generators, and/or valves.
- Troubleshoots mechanical and electrical problems; dismantles, repairs, and reassembles electric motors; re-wires electrical panels; replaces parts; repacks pumps; performs welding/fabrication tasks associated with equipment repairs; performs preventive maintenance tasks.
- Installs/upgrades mechanical and electrical equipment; installs related controls, conduits, and plumbing lines.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Assists in the preparation and/or completion of various forms, reports, logs, charts, or other documents; forwards or maintains as appropriate.



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- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Operations, services, safety practices, activities, and terminology of an activated sludge wastewater treatment facility including processes and controls.
- Principles, practices, chemicals, and operating procedures related to the operation and maintenance of an activated sludge wastewater treatment plant.
- Operations, services, safety practices, activities, and terminology of an water treatment facility including processes and controls.
- Principles, practices, chemicals, and operating procedures related to the operation and maintenance of an water treatment plant.
- Materials, tools, equipment, and methods used in the general construction, operation, maintenance, and repair of a water treatment or wastewater treatment plant facilities, systems, and equipment.
- Operating principles of plant equipment including large pumps, valves, hydraulic systems and motors.
- Pertinent federal, state, and local laws, codes, and regulations.
- Microsoft Excel, Word, and Access and ability to learn new technology systems quickly and efficiently.

Skill and Ability to:

- Flexible and adaptable; works well in a high volume, demanding environment with multiple priorities
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Handle multiple tasks simultaneously with frequent interruptions and communicate the status of ongoing tasks.
- Communicate clearly and concisely orally and in writing, and to keep records and prepare reports. Able to communicate to all levels of employees and differing levels of knowledge and experience. Proactive in interdepartmental communications between various divisions and managers.
- Communicate with the public or specific groups on the status, impacts and expectations of projects; individual customers on specific issues or problems.
- Relate to and communicate with a variety of people in structured and unstructured situations.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Read and interpret gauges, meters, and other instrument readings and take an effective course of action. Diagnose operational problems and perform effective maintenance on equipment.
- Follow Department and City policies and procedures operating with minimum supervision.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- High School Diploma or G.E.D or equivalent combination of education and experience.
- Current State of Mississippi Class "B" Water Treatment Plant Operator's license.
- Current State of Mississippi Class II Wastewater Treatment Operator's license



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PREFERRED QUALIFICATIONS:

- Two (2) years' experience in a Class II Wastewater Treatment Facility or higher of which one (1) year must be in a Class III or IV Wastewater Treatment Facility.
- Two (2) years' experience in a Class B Water Treatment Facility or higher of which one (1) year must be in a Class C or B Wastewater Treatment Facility.
- Routine laboratory or field sampling work aspect of water distribution systems with at least one (1) of those years in a progressively responsible role.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Must possess and maintain a valid Mississippi Driver's License and acceptable MVR.

CONDITIONS OF EMPLOYMENT:

- Direct deposit
- Meet qualification/eligibility/background requirements for this position.
- A one-year probationary period may be required.
- Satisfactorily complete an employment verification and pre-employment drug screening.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Work is performed both indoors and outdoors. The work environment involves everyday risks or discomforts that require normal safety precautions typical of office environments. Work requires frequent physical tasks such as sitting, walking over rough surfaces, bending, stooping, climbing, and lifting containers up to seventy-five pounds in weight.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the City and requirements of the job change. Regular and consistent attendance is a condition of continuing employment.

The City of Starkville, is an EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION employer. Candidates are considered for employment with the City, without regard to their race, color, religion, national origin, age, sex, gender, pregnancy, disability, sexual orientation, gender identity, genetic information, military status, protected veteran status or other classification protected by applicable federal, state or local law.