

**CITY OF GRAND HAVEN  
JOB DESCRIPTION**

**Operator/Mechanic**

**RECOMMENDED: WASTEWATER TREATMENT OPERATOR**

**Supervised By:** Operations Supervisor and Lab Supervisor  
**Supervises:** No supervisory responsibilities  
**FLSA:** Non-Exempt

**Position Summary:**

Under the supervision of the Operations Supervisor and Lab Supervisor, performs various general and semi-skilled maintenance and repair activities related to City's wastewater treatment plant and infrastructure. Provides general labor in support of a wide range of plant maintenance and repair activities and completes a full range of activities related to process control operations and lab analysis.

**Essential Duties and Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Performs various general and semi-skilled maintenance and repair activities related the City's wastewater treatment plant, infrastructure, and other related areas. Conducts regular inspections of plant and pump stations. Completes repairs and records preventative maintenance and repair activities according to established procedures.
2. Performs routine maintenance, repairs, and replacements of plant and pump station equipment and machinery including grit building, clarifiers, blowers, and other related areas and/or equipment. Monitors and analyzes the SCADA system to diagnose potential issues. Observes malfunctions and takes corrective action according to established protocol.
3. Performs manual labor in support of general maintenance and special projects related to the City's infrastructure including grounds keeping, snow and ice removal, equipment installations, custodial activities, and other projects as assigned. Completes semi-skilled work related to plumbing, electrical, carpentry, welding, and other related building maintenance activities
4. Performs operational and lab related tasks at the City's wastewater treatment plant. Completes a full range of activities related to process control operations and lab analysis. Collects samples and conducts lab tests. Prepares chemical solutions for testing and utilizes specialized laboratory equipment in the testing process.
5. Performs quality control tests and adheres to quality assurance procedures. Cleans, calibrates, and sets up laboratory equipment, records statistical data, chart test results, and completes and maintains related paperwork.
6. Completes testing at critical processing points, obtains samples, evaluates test results, and initiates changes in the treatment process to meet required standards as assigned. Collects and analyzes industrial samples.

7. Maintains lab facilities, equipment, and supplies. Inventories, orders, and stores chemicals and other supplies used in the lab. Maintains complete records of wastewater treatment activities. Generates reports as required or requested.
8. Completes timesheets and maintains daily work logs of projects completed and the equipment, vehicles and materials used. Completes other paperwork as assigned.
9. Operates vehicles and trucks of various sizes and weights as well as a full range of public works equipment such as tractors, mowers, blowers, and others.
10. Assists in training new employees as assigned.
11. Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while working in other dangerous situations.
12. Responds to public inquiries constructively, refers complaints or complex issues to the appropriate Supervisor and represents the department in a positive manner.
13. Responds to plant emergency situations. May be required to work outside of normal business hours in the event of an emergency.
14. Performs other related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A high school diploma or equivalent is required. Additional education and/or training in a related field preferred.
- Previous experience in wastewater system operations and maintenance or related field preferred.
- State of Michigan Vehicle Operator's License, a satisfactory driving records, and the ability to maintain one throughout employment.
- State of Michigan DEQ Class D certification for the operation of wastewater treatment plants is preferred.
- Knowledge of the methods, procedures, and tasks associated with construction projects, infrastructure systems repair and maintenance, building and grounds repair, and other related wastewater treatment plant activities.
- Knowledge of the sampling and testing methods and procedures used in wastewater treatment operations and a basic knowledge of current public health guidelines, government regulations, and professional standards for wastewater treatment.
- Knowledge of safety procedures and precautions involved in equipment operation and wastewater treatment plant maintenance work.

- Knowledge of tools and materials used in the maintenance, repair, and construction of municipal wastewater treatment and sewer pump station equipment and facilities.
- Skill in the operation of wastewater treatment plant equipment and utilizing laboratory implements and devices.
- Skill in performing preventive maintenance and basic repairs on plant equipment, machinery, buildings, and facilities.
- Basic skill in the use of office equipment and technology, including computers and a variety of related software.
- Ability to read and interpret drawings and specifications and solve mechanical, operational, or analytical problems related to plant operations.
- Ability to accurately log and record information, perform mathematical computations, and complete and maintain accurate reports and records.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to work independently and complete assigned work in a timely manner.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to work outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee regularly works in a wastewater treatment plant and its laboratory or in the field completing hands-on operations and maintenance work. The employee is exposed to moving mechanical parts, adverse weather conditions, risk of electrical shock, vibration, fumes or airborne particles, and toxic or caustic chemicals. The employee is regularly exposed to sewage odors, damp pits, grease and oil from machinery, and paint fumes. The employee must occasionally lift and/or move items of moderate to heavy weight.

While performing the duties of this job, the employee may be exposed to treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may be exposed to fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with maintenance activities or plant operations. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the work sites described above, observe and inspect work in progress, and operate power tools and equipment. The noise level in the work environment ranges from low to loud.