

POSITION DESCRIPTION
Guadalupe-Blanco River Authority

POSITION TITLE: OPERATOR II

I. ORGANIZATION

Division: Buda Wastewater Reclamation System Grade: 3

System: N/A Salary Category: Non-exempt Revised: 9/27/14

II. REPORTING RELATIONSHIPS

Immediate Supervisor: Chief Operator, Shadow Creek Wastewater Reclamation System

Next Higher Supervisor: Division Manager-Hays & Caldwell Counties

III. JOB SUMMARY (Including number of personnel supervised, if applicable)

The System Operator is responsible for the daily operation and maintenance of the Buda Wastewater Treatment Plant, Shadow Creek Wastewater Reclamation System, and Sunfield Wastewater Treatment Plant.

IV. TYPICAL DUTIES (May include, but not limited to the following:)

- A. Meeting the permit requirements as established by the Environmental Protection Agency and the Texas Commission on Environmental Quality (TCEQ).
- B. Making periodic inspections (rounds) of the plants as prescribed by the Chief Operator or as dictated by operating conditions.
- C. Making process changes as needed to compensate for changing conditions in the plants.
- D. Immediately notifying the Chief Operator in the case of problems, unusual circumstances or equipment failure.
- E. Completing in an accurate, legible manner all operational logs, laboratory worksheets and calculation sheets.
- F. Maintaining the security of the plants by keeping gates and buildings locked and by keeping unauthorized personnel off the GBRA properties.
- G. Performing daily maintenance to the buildings as designated by Chief Operator.
- H. Maintaining a pleasant courteous manner when dealing with the public.

- I. Accurately performing laboratory testing and recording of data as prescribed by the Chief Operator.
- J. Monitoring and responding promptly to process alarms.
- K. Accepting bulk chemical deliveries, package deliveries, etc.
- L. Performing maintenance and repair functions to buildings, grounds, structures, and equipment as assigned by the Chief Operator.
- M. Maintaining an inventory on tools and equipment as specified and keeping tools and equipment in a neat and tidy manner. Being responsible for the security of all plant tools and equipment.
- N. Being on call and responding promptly and appropriately as specified if operational problems develop.
- O. Following all division and "Safety Manual" safety requirements, including immediate reporting of all accidents.
- P. Making sure all activities are conducted so as to achieve the Vision Statements of the various Systems within the area of responsibility.
- Q. Performing other duties as assigned.

V. REQUIREMENTS OF THE POSITION

Education:

High School diploma or GED.

Registrations and Licenses:

1. Texas Drivers License.
2. Acceptable M.V.R.
3. Must have minimum a Grade "C" Wastewater Treatment License as issued by the TCEQ.

Special Requirements:

Must be able to work in a Team environment.

VI. WORKING CONDITIONS, TRAVEL, EQUIPMENT USED

Approximately 75 to 90 percent of work outdoors. Occasional travel to attend training necessary for maintaining licenses and certificates as required. Works with municipal wastewater and biosolids, and is exposed to hazardous chemicals and possible disease-causing bacteria.

VII. ESSENTIAL JOB FUNCTIONS

- A. Read and write English.
- B. Read and understand highly technical information in small print (such as Material Safety Data Sheets and wastewater discharge permits).
- C. Perform basic math skills.
- D. Read analog and digital indicators.
- E. Employ sound judgment; think coherently and logically.
- F. Work 12 continuous hours day or night.
- G. Walk several miles in a day.
- H. Respond to visual as well as audible alarms.
- I. Accurately interpret true color (such as in chemical titration, colorimetric determinations, and indicator lamps.)
- J. Climb vertical ladders up to 20 feet high.
- K. Climb stairs up to 20 feet high.
- L. Safely operate manual and power hand tools.
- M. Wear personal protective equipment as outlined in the "Employee Safety Manual" including full face respirators, self contained breathing apparatus (SCBA) and Level A hazardous materials response suits.
- N. Operate motor vehicles of various sizes (pickup trucks, dump trucks).
- O. Operate industrial tractors up to 30 HP.
- P. Work while kneeling.
- Q. Operate overhead valves.
- R. Operate yard tools and equipment (shovels, push mowers, weed-eaters, rakes, etc).
- S. Perform intricate tasks that require steady hands (such as weighing using tongs, titrating burets).
- T. Safely lift loads up to 50 lbs chest high.
- U. Carry loads of up to 25 lbs for several hours in a day.
- V. Perform first-aid and CPR.
- W. Enter and work within confined spaces as defined by OSHA.