



## Wastewater Operator

ADOPTED:  
November 1, 2018

Reports to: Chief Wastewater Operator, Project Manager, CO-USA, Inc. and CO-USA Board  
FLSA Status: Non-Exempt  
Terms of Employment: Salary and work year as established by CO-USA Board  
Evaluation: Performance of this position will be evaluated regularly with written performance annually.

### JOB SUMMARY

Responsible for all activities involving the daily operations and maintenance of the Wastewater treatment plant and facilities in accordance with CO-USA, Inc./American Water. Meets or exceeds American Water/CO-USA, Inc. sub-contract requirements, and State and Federal Regulations. Responsibilities for wastewater treatment plant and all wastewater plant operations. Develops processes for daily staff work functions, oversees wastewater plant and use of operational and maintenance information. Leads implementation of Health and Safety Program. Demonstrates visible leadership traits utilizing participative management involving employees and teamwork whenever possible. Interacts with subordinates, superiors, other agencies, and customers to facilitate smooth system function. Duties include performing all American Water/CO-USA, Inc. water plant operations.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned. This job description is an "at-will" position and does not constitute a written or implied contract of employment.

Employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, marital status, veteran status, sexual orientation, or any other legally protected status.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Extensive knowledge related to wastewater treatment systems, processes, and laws covering activities of wastewater plant operations and employees.

**ADOPTED:  
November 1, 2018**

2. As operator accountable for achieving state, federal, and American Water/CO-USA wastewater treatment plant and sub-contract standards. Assuring that all deliverables are submitted timely, accurately, and in accordance with all AW/CO-USA policies and practices.
3. Efficient management of wastewater treatment plant to ensure timely completion of assignments, controls expenditures, maintains Co-USA, Inc. budget, and adherence to standards.
4. Preparation of contractual documents associated with the delivery of services to American Water. Develops, prepares, and delivers all sub-contract requirements to Chief Wastewater Operator, CO-USA, Inc.
5. Draws samples from various parts of wastewater system.
6. Performs lab work on samples and analyzes samples.
7. Makes adjustment to equipment and wastewater system.
8. Inspects pumps, valves, and gauges and performs maintenance. Reports deficiencies for repair or repairs equipment.
9. Develop objectives to meet regulatory requirement efficiencies and productivity via continuous quality improvement and strategic planning.
10. Ability to plan, coordinate and supervise the work of employees. Directs day-to-day activities and schedules of assigned staff and participates in review and evaluations of staff performance related to wastewater treatment plant.
11. Supervises the maintenance of work records and preventative maintenance records and prepares various reports utilizing the computer maintenance management system.
12. Accountable for following and implementing AW/Co-USA, Inc. Environmental, Health and Safety Policies.
13. Effective and respectful communications and development of employees, including idea generation, within the wastewater treatment plant.
14. Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations.
15. Can clearly articulate complex issue both verbally and in writing to technical and non-technical personnel.
16. Knowledge of MS Office products, MS Word and Excel, and be able to learn the use of new software with training assistance.
17. Monitors water plant budget and costs.
18. Insures adherence to standards, specifications, and equipment manufacturer recommendations to obtain maximum operational status.
19. Insures vehicle and wastewater treatment plant equipment maintenance schedules are performed.

**ADOPTED:  
November 1, 2018**

20. Ability to build and sustain a collaborative, high performance team culture that encourages creativity, innovation, empowerment and vision.
21. Understands issues and complexity of situations and communicates in an appropriate and effective way. Gets things accomplished in difficult environments.
22. Proactively introduces change into the facility to address emerging issues.
23. Encourages the effective use of technology to improve facility operations.
24. Institutionalizes the concepts of continuous quality improvement activities, performance measures and benchmarking.
25. Insure certifications of employees are current and maintained.
26. Performs other related functions as directed by Project Manager and Assistant Project Manager.

**Qualifications Requirements: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.**

#### EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Three years' minimum experience water operations.
2. Minimum of three (3) years' experience management experience in water/wastewater operations.
3. Water/Wastewater Systems and maintenance, both for vehicles and equipment.
4. Hold and maintain a Missouri Department of Natural Resources Class C water and wastewater certification.
5. Must have and maintain a valid Missouri Driver's license and be able to obtain an authorized pass to access onto Fort Leonard Wood.
6. Must be able to obtain CDL "B" license.

#### COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written format using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative effort and feedback.
3. Ability to read, analyze, and interpret information.

**ADOPTED:  
November 1, 2018**

4. Ability to effectively present information and respond to questions, inquires, and or complaints.
5. Display courtesy, tact, and respect when dealing with others.

#### REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw conclusions.

#### OTHER SKILLS AND ABILITIES

1. Maintain appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Proactively introduces change into the facilities to address emerging issues.
4. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
5. Ability to utilize office equipment, computers, and software especially as systems are upgraded.
6. Ability to learn and upgrade skills in order to meet changing demands of the position.
7. Excellent computer and keyboarding skills.
8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
9. Have extensive knowledge of and ability to perform duties in full compliance with all procedures, methods, state and federal regulations, American Water and CO-USA, Inc. polices, contracts, and activities pertinent to the duties of this position.
10. Ability to work independently with little or minimum supervision.
11. Ability to use independent judgement and demonstrates initiative to act without being asked.
12. Ability to prepare and maintain accurate files and records, both electronic and paper copies, as needed.
13. Employee will be required to work both indoors and outdoors during seasonal heat and cold or adverse weather conditions.
14. Employee will be required to work around chemicals and or hazardous conditions, exposed to odors, fumes, and dust, etc. Physical work consists of, but not limited to, climbing, lifting, bending, squatting, carrying, crawling, and standing for long periods of time.



## Wastewater Operator

**ADOPTED:**  
November 1, 2018

**EMPLOYEE ACKNOWLEDGEMENT:**

Job Title: Wastewater Operator

Reports to: Chief Wastewater Operator, Project Manager and CO-USA Board

Department: Wastewater Treatment Plant

FLSA Status: Non-Exempt

I acknowledge reading the job description for this position and understand the duties and responsibilities required of me as contained herein:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name