



Upper Thompson Sanitation District

Job Description

(Revised January 2025)

Position Title: Wastewater Treatment Plant Operator

Responsible To: Plant Superintendent

FLSA Status: Non-Exempt

Salary Range: \$48,339 - \$91,975 Annually (Contingent on Experience/Certification)

Job Summary:

Under the direction of the Plant Superintendent, carry out the duties and procedures necessary for the safe and efficient operation and maintenance of the wastewater treatment facility and lift stations. The workweek is 40 hours, and the schedule will vary due to shift work, weekends, and holidays. Additional on-call and emergency response work is required.

Essential Job Duties:

- Adhere to all wastewater treatment facility and District standard operating procedures, safety standards, and personnel policies.
- Exemplify the Colorado Certified Water Professional Code of Conduct.
- Assist co-workers in the daily operation of the wastewater treatment facility.
- Assist the Water Quality Laboratory Manager by proficiently performing daily and weekly sampling, monitoring, testing, and reporting of all in-house process control data in addition to N.P.D.E.S. required reporting.
- Perform routine inspection of equipment, grounds, facilities, and overall condition of the wastewater treatment plant and lift stations.
- Perform routine and non-routine maintenance and adjustments on all plant equipment, vehicles, grounds, and District facilities as directed.
- Participate in testing procedures and calculations relating to general process control and individual unit process adjustments. Under the guidance of the Plant Superintendent and/or Operator in Responsible Charge (ORC), interprets process control data and executes required operational changes in wastewater treatment facility processes.
- Participate in process control data management, input, reporting, and analysis as directed.
- Use SCADA system to observe treatment, unit process, and equipment performance, and observe data and trends to inform process and treatment decisions.

- Perform janitorial and yard work, including and not limited to, cleaning, snow shoveling and plowing, as required, across all District facilities.
- Operate heavy equipment including backhoes, mini-excavators, and skid loaders.
- Perform other duties as assigned by the Plant Superintendent and District Management.
- Assist with planning and presentation of routine safety meetings as directed and commensurate with level of training and certification.
- Acquire proficiency in additional software applications utilized for managing wastewater treatment facility operations, including routine maintenance activities.
- Engage in WWTF tours and open houses for the public, customers, outside agencies, schools, and community groups as needed.

Job Requirements:

- Obtain a State of Colorado Class “D” wastewater certification within one year of employment.
- Obtain a State of Colorado Class “C” Wastewater certification within three years of employment.
- Work a rotating shift schedule, including weekends, holidays, and on-call for emergency situations.
- Become eligible to assume on-call duties within the first year of employment.
- Work after hours emergencies.
- Work in other District departments as required.

Education, Training, Experience, and Certifications:

- State of Colorado Class “D” Wastewater certification or higher preferred.
- High school diploma or equivalent education required.
- Working knowledge of computers and mobile smart devices, including software such as the Microsoft Office suite - .
- CPR and First Aid certification preferred.
- Valid State of Colorado Driver’s License.

Knowledge, Skills, And Abilities:

- Learn federal, state, and local laws as they affect the operation and maintenance of wastewater treatment facilities.
- Learn and adhere to all District safety policies and practices.
- Learn the theory, principles, practices, and processes of a wastewater treatment facility.
- Learn and interpret wastewater treatment plant diagrams, blueprints, and equipment operation manuals.
- Learn the basic principles of chemistry and biology as it pertains to wastewater treatment.

- Learn the operation and maintenance of electrical, mechanical, and chemical processes as they relate to wastewater treatment and the District's wastewater treatment facility.
- Work independently with minimal or no supervision.
- Use a computer to operate various application programs.
- Interpret the readings of test gauges, probes, and meters used in the operation of a wastewater treatment plant.
- Learn operational procedures, laboratory procedures, and maintenance procedures as they pertain to wastewater treatment plant operation.
- Establish and maintain effective working relationships with employees, customers, the public, other regulatory agencies, utilities, and municipalities.
- Communicate clearly, both orally and in writing.

Special Licenses Or Certificate Required

- Certification as a Class D Wastewater Treatment Plant Operator by the State of Colorado or ability to obtain within one year of employment.
- Valid State of Colorado Driver's License.

Physical Requirements and Work Environment

Physical Requirements:

While performing the duties of this job, the employee is required to use hands and fingers to handle and feel tools or controls. Must be able to speak, hear, and smell. The employee is frequently required to stand, walk, sit, reach with hands and arms, climb and balance, stoop, kneel, crouch, or crawl. The employee must be able to frequently lift and/or move over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, vibrations, fumes, and airborne particles, toxic or caustic chemicals. The employee is frequently exposed to outside weather conditions. The employee will work around high voltage equipment. The noise level in the work environment is normally moderate, and on occasion can be loud.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	O	Extreme Temperatures	O
Standing	F	Inside Work	O
Walking	F	Outside Work	F
Running	R	Walking on Uneven Surfaces	F
Stooping	F	Working at Height	F
Kneeling	F	Wet/Humidity	F
Squatting	F	Moving/Mechanical Part	F
Climbing	F	Environmental Conditions	
Balancing	F	Exposure to Chemicals	F
Reaching	F	Exposure to Gases/Fumes/Dust	F
Grasping	F	High Noise Levels	F
Fingering	F	Moderate Noise Levels	F
Handling	F	Vibrations	F
Visual Acuity: Near	F	Light/Power Equipment Ops	F
Visual Acuity Far	F	Heavy Equipment Operation	F
Depth Perception	F	Work in Traffic	R
Color Discrimination	F	Local Travel	O
Peripheral Vision	F	Out of Town Travel	R
Talking	F	Other:	
Hearing	F		
Other:		Weight of Objects Moved	
		Over 100 pounds	O
		Over 50 Pounds	F
		Over 10 pounds	F

Residence Requirements:

The employee is required to live within a 45-minute response time of the wastewater treatment facility and must have telephone facilities that allow the wastewater treatment plant's emergency telephone system to notify them in case of an emergency.

Acknowledgement of Receipt

On this _____ day of _____, 20____, I received the attached Wastewater Treatment Plant Operator Job Description and understand its provisions, applications, and requirements.

I understand that this Job Description is not a contract of employment or a promise of employment for any length of time or under any particular conditions. I understand that my employment with the District is “at will”, and that my employment with the District may be terminated by myself or the District at any time.

Employee Signature