

# HARDIN COUNTY WATER DISTRICT No. 1

## Job Description

**TITLE OF POSITION:** Wastewater Plant Operator – Class I (Non-Exempt, Hourly with Overtime – Pay Grade NE11)

**DEPARTMENT:** Ft. Knox Wastewater Treatment Plant

**REPORTS TO:** Ft. Knox Wastewater Supervisor

**SUPERVISES:** No supervisory responsibilities

**REVISED:** June 2018

---

### BASIC POSITION DESCRIPTION:

---

Under supervision, performs tasks related to the daily operations of a Class III Public Wastewater Treatment Plant.

---

### ESSENTIAL POSITION FUNCTIONS:

---

Performs routine designated tasks at the wastewater treatment plant and facilities to develop and maintain proficiency in all operations and maintenance functions to meet the KPDES permit. Must learn all phases of the wastewater treatment process; Equipment maintenance and cleaning; Computer based records management; wastewater testing; Operating, monitoring and calibrating wastewater instrumentation; Operate a belt press; Maintenance of plant grounds & mowing; Receiving and answering customer phone calls, Observe and learn how to research and perform pilot studies as needed to optimize and improve plant operations; Provide daily reports and updates to other operators and wastewater supervisor; Monitor chemical levels and dosage rates; Perform tests, to include mixed liquors and other indicators of wastewater quality within plant; Comply with and follow District and industry safety standards and operate District vehicle as necessary. Any and all other job duties as may be assigned. Regular and predictable attendance and punctuality is required.

---

### STANDARDS OF PERFORMANCE:

---

Able to work unsupervised and perform assigned and non-assigned tasks and duties. Must have abilities and skills to operate a wastewater treatment plant which include math abilities, basic understanding and comprehension of biology and chemistry as used in wastewater treatment operations, ability to talk with customers politely and understand and explain District policies and assist with treatment process decisions, and must adhere to all District, local, state and federal safety and wastewater treatment rules and regulations, to include but not limited to, the Clean Water Act.

---

### MENTAL AND PHYSICAL REQUIREMENTS

---

Must be able to move throughout wastewater plant facility which includes climbing up and down steep stairs and ladders, monitor visual and audible alarms; lifting boxes, computer cases or other objects up to 50 lbs. Read documents, view and operate multiple size and locations of computer monitors and tactile keyboards, mouse / touch-pad and operate other office equipment. Requires travel in vehicle, driving own and HCWD1 owned vehicles. Requires working outdoors in all types of weather; some travel required to other locations within Kentucky or neighboring states to attend training as needed. This position requires access to Ft. Knox Army Post. Incumbent must be able to pass security background check as required by Ft. Knox. If approval to access Ft. Knox cannot be obtained for any reason, employment may be terminated.

---

### WORKING ENVIRONMENT AND CONDITIONS

---

Work is mostly outdoors and includes exposure to all weather conditions; Work environment involves moderate to severe health and safety risks so incumbent must learn safety procedures and personal protection methods and practices.

Continued

---

---

**EDUCATION, EXPERIENCE AND TRAINING**

---

High school diploma or equivalent. Must hold a Kentucky Class I Wastewater Treatment Plant Operators Certification or obtain with 18 months of hire. Class work in Microbiology or related field preferred; Prior experience talking to public and customers is preferred. Valid driver's license required.

**Acknowledgement for Receipt of Job Description**

I have received a copy of the Job Description and have read and understand its contents.

---

Employee Name (Please Print) Date

---

Employee Signature Date

---

Supervisor's Signature Date