City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Water Reclamation Operator I, II, III, IV</th>
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<tbody>
<tr>
<td>Job Code(s):</td>
<td>RMM1, RMM2, RMM3, RMM4</td>
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<td>Bargaining Unit:</td>
<td>AFSCME</td>
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<tr>
<td>Pay Grade:</td>
<td>AU04, AU05</td>
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<tr>
<td>Date Revised:</td>
<td>4/06/2022</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for performing a variety of semiskilled, skilled, technical duties and manual labor tasks in the operation and maintenance of the City’s wastewater treatment plant.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

**Water Reclamation Operator I:**
- Performs visual checks of wastewater treatment plant for equipment and treatment malfunctions and assists in repairing or correcting malfunctions.
- Records into operations logs, reading from gauges, graphs, time clocks and controls.
- Collects and records additional plant performance information.
- Interacts with the Supervisory Control and Data Acquisition (SCADA) system.
- Performs maintenance and repair tasks on building structures and grounds.
- Operates heavy equipment such as sludge tankers, dump trucks and backhoe.
- Collects and analyzes daily samples for dissolved oxygen, settle ability, and microbiological activity.
- Adjusts clarifier sludge wasting rates.
- Assists in installation and setup of new plant equipment.

**Water Reclamation Operator II:** *All above duties plus:*
- Calibrates various plant sensors, D.O. and pH probes, and level and flow sensors.
- Makes changes to WAS and RAS rates.

**Water Reclamation Operator III:** *All above duties plus:*
- Calibrates influent flow rate changes, air flow changes, adjustments of WAS and RAS rates and UV system.
- Performs changes to treatment processes and equipment to enhance performance.
- Enters information into computerized data base system.
- Installs and sets up new equipment for proper running performance.
- Troubleshoots programmable logic controllers.

**Water Reclamation Operator IV:** *All above duties plus:*
- Serves as project lead Operator and acting Crew Chief in their absence.
- Serves as project coordinator between operations, engineers and contractors on water reclamation CIP projects. Duties might include; attending project construction progress meetings; coordinating tie-ins, shutdowns, maintenance, etc. between project stakeholders; coordinating flushing and sampling activities on CIP projects; and communicating project conditions back to all project stakeholders.
- Reviews design plans and drawings for Water Reclamation CIP projects. Ensures operations staff feedback is communicated to design engineer and project manager for incorporation into final project.
- May be required to serve on safety and other committees. Communicate committee activities to plant staff and supervision, and represent staff feedback effectively in meetings.
• Serves as the Safety supervisor (Top man) for confined space entry operations.

Qualifications:

Education and/or Experience:

**Water Reclamation Operator I:** High school diploma or general education degree (GED) and experience as required for certification by the South Dakota Department of Natural Resources.

**Water Reclamation Operator II:** High school diploma or general education degree (GED) and three years’ experience in Class I wastewater operations or two years in a Class II or higher facility.

**Water Reclamation Operator III:** Completion of two years of college or vocational school majoring in engineering, environmental sciences, or related fields; or four years’ experience including at least two years of experience in a Class I or higher facility or six years of experience and at least three years at a Class II plant or higher.

**Water Reclamation Operator IV:** Completion of a four-year degree at a college or vocational school majoring in engineering, environmental sciences, or related fields; and four years’ experience including at least two years of experience in a Class III or higher facility or graduation from high school and eight years of experience including at least four years at a Class III or higher facility. For all classes of operators, vocational training in mechanical or electrical/electronic trades is preferred. Required to obtain and maintain “competent person” certification for Excavation and Trenching safety.

Certificates, Licenses, Registrations:

Water Reclamation Operators must possess a valid Class A Commercial Drivers License (CDL) with Tanker Endorsement within department guidelines.

**Water Reclamation Operator I:** Ability to obtain the South Dakota Class I Wastewater Treatment Operator’s certification within 18 months of hire date.

**Water Reclamation Operator II:** Must possess a South Dakota Class II Wastewater Treatment Operator’s certification.

**Water Reclamation Operator III:** Must possess a South Dakota Class III Wastewater Treatment Operator’s certification.

**Water Reclamation Operator IV:** Must possess a South Dakota Class IV Wastewater Treatment Operator’s certification.

Working Conditions:

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

The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; risk of radiation and vibration. The noise level in the work environment is moderate to loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The employee is frequently required to walk; sit; stand; use hands to finger, handle, or feel; reach with arms and hands; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.