



P.O. Box 838
134 S. Oak Street
Jackson, GA 30233
Phone: 770-775-7535
Fax: 770-775-8051

Wastewater Class III

Department: Wastewater Plant

Pay Grade:

FLSA: Non-Exempt

JOB SUMMARY

This position is responsible for assisting in wastewater and maintenance of the treatment plant for the City of Jackson while training to be a certified wastewater operator. The Wastewater Superintendent assigns work in terms of somewhat general instructions. The supervisors spot check completed work for compliance with instructions and established procedures, accuracy and the nature and propriety of the final results. Guidelines include City of Jackson and department policies and procedures, City codes and ordinances, Georgia Environmental Protection Division rules and regulations, and related federal, state and local laws. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

Essential Job Functions

- Performs all duties under authority.
 - Monitors and control wastewater treatment process.
 - Assists in collecting wastewater samples and conducting laboratory test to help determine the chemical composition of the wastewater.
 - Applies chemicals as directed to maintain wastewater effluent quality.
 - Operate equipment, pumps and valves.
 - Documents all activities and records regular date under operator supervision.
 - Performs minor maintenance and repair equipment including pumps, valves motors, and the electrical system.
 - Maintain grounds and cleans facilities.
 - Check plant flow.
 - Perform related duties.
 - Remains on call for emergencies and shift coverage.
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Required Knowledge Skills and Abilities

- Knowledge of wastewater treatment methods and practices.
- Knowledge of chemical use and storage procedures.
- Knowledge of safety and environmental protection laws and requirements.
- Knowledge of computers and job-related software.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in operating related, specialized equipment for the job.
- Skill in oral and written communications.
- Skill in interpersonal relations.
- The work consists of related technical and maintenance duties. Success in this position helps ensure clean wastewater effluent is returned to the streams.
- Contacts are typically with co-workers, other City employees and agencies, and members of the general public. Contacts are typical to provide services or to give or exchange information.

Physical Demands

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, distinguishes between shades of color, and uses tools or equipment requiring a high degree of dexterity.

Work Environment

- The work is typically performed in treatment plants and exposes the employee to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious disease or irritating chemicals the outdoors and occasional inclement weather and requires the use of protective devices such as masks, goggles, and gloves.

Minimum Qualifications

- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment.
- Ability to read, write and perform mathematical calculations.
- High School education/GED.

Employee Signature _____ Date _____

Supervisor _____ Date _____

E.O.E. City of Jackson does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.