



**Position Description**  
**Marion Utilities Service Board**  
*An Equal Opportunity Employer*

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|-------------------------|---------------------------|--------------------------|-----------------|
| <b>Job Title</b>        | Operations Specialist     | <b>Employment Status</b> | Full-Time       |
| <b>Utility Division</b> | Wastewater                | <b>EEO Code</b>          | 7-A             |
| <b>Workgroup/Unit</b>   | Operation and Maintenance | <b>Wage Range</b>        | 12              |
| <b>FLSA Status</b>      | Non-Exempt                | <b>Effective Date</b>    | January 2, 2022 |

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### **Job Summary**

Performs a variety of routine, specialized, and highly technical operational functions within the Wastewater Division; Assumes the responsibility of designated facility operator as assigned

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### **Supervision Received and Exercised**

Works under Intermittent Supervision of the Wastewater Division Operation and Maintenance Workgroup Supervisor; Receives assignments with clearly defined objectives, priorities and deadlines; Defers to Supervisor regarding unusual situations that do not have clear objectives; Plans and carries out successive steps and resolves problems and deviations in accordance with instructions, policies, and accepted practices; Work is reviewed for technical adequacy and conformance with practice and policy

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### **Minimum Education and Experience Requirements**

High School Diploma or equivalent; Demonstrated knowledge and experience in the operation and maintenance of wastewater treatment systems; Minimum 3 years of experience in an advanced level wastewater operations position; Demonstration of an alternate equivalent combination of education, training, and experience that provide the required levels of related knowledge, skill, and ability will be considered

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### **Licensure and/or Certification Requirements**

Must possess a valid Indiana Driver's license or ability to obtain upon residency; Possession of valid Indiana Class II (or higher) Wastewater Treatment Operations Certificate is desired

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### **Essential Duties and Responsibilities**

- ✓ Performs a full range of process operational duties and activities as required; Operates engines, blowers, compressors, pumps, screens, valves, collectors, skimmers, regulators, heat recovery systems, generators, clarifiers, activated sludge process, anaerobic digesters, methane recovery systems, and other associated processes, equipment, and appurtenances; Collects samples and performs routine chemical analysis and laboratory procedures as required

- ✓ Monitors and, through established process control measures, adjusts and maintains defined hydraulic loading rates; Makes primary sludge draws and monitors and maintains proper solids inventories throughout various process units; Routinely inspects processes and equipment insuring uninterrupted system operation; Observes gauges, charts, meters, and various monitoring devices; Documents readings, observations, and data as evidence of effective process and equipment operation; Utilizes Supervisory Control and Data Acquisition (SCADA) system as a supplement to physical observation and control measures; Initiates and facilitates wet weather and/or emergency operating procedures as required
  - ✓ Monitors and performs routine inspections of Water Treatment Plant during unmanned hours of operation; Performs routine water quality analysis to determine the need for process control adjustment; Performs limited process control adjustments as required; Refers anomalies to On-Call staff; During abnormal and/or emergency conditions, the incumbent's priority is to the operation of the Wastewater Treatment Facility and Water On-Call staff shall be contacted to monitor the Water Treatment Facility as required
  - ✓ May assist in routine facility maintenance activities as required; May observe and submit weather data, retrieve USPS mail; Assists in receiving deliveries as required; Assists in the installation and handling of compressed gas cylinders as required
  - ✓ Participates in On-Call rotation and responds to emergencies and after-hours calls as required; Investigates emergency situations. Implements or assists with wet weather and/or emergency operating procedures as required
  - ✓ Performs in strict compliance with IOSHA safety standards, Utility Policies and Procedures, as well as applicable Federal, State, and local codes, regulations, and requirements
  - ✓ Maintains current knowledge of process system operation and maintenance technologies, trends, techniques, and processes through ongoing training, study, and continuing education
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## **Knowledge, Skills, and Abilities**

**Knowledge of:** Current principles, practices, and procedures associated with wastewater treatment system operation and maintenance; Regulations, laws, and rules associated with the operation and maintenance of wastewater treatment systems; Operation and maintenance of advanced wastewater treatment processes including: preliminary, primary, activated sludge w/nitrification, secondary, and disinfection; General Industrial Standards for workplace safety; Basic office practices and procedures including use of personal computer for data-entry, schedule management, email, and internet research

**Skills Demonstrated in:** Effective communication; Interpersonal interaction; Organization; Reasoning and problem solving; Comprehension; Multi-tasking; Self-Motivation

**Ability to:** Listen to and understand technical information and ideas presented through oral and written communication; Quickly recognize unusual or threatening circumstances and initiate proper response; Establish and maintain effective working relationships; Work independently or as part of a team; Apply knowledge of principles, standards, and practices as defined above

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**Physical Demands or Unusual Conditions**

While performing required duties, the incumbent is regularly required to work at a desk and outside on remote locations throughout the facility; is frequently required to maneuver and navigate uneven surfaces, steps, stairs, ladders, platforms, and restricted isle-ways and walk-ways; may work in or around confined spaces; is often exposed to extreme weather conditions including: heat, cold, wind, rain, sleet/snow; is often required to perform manual labor including lifting of up to 80 pounds

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**Additional Requirements**

This position description in no manner states or implies that these are the only duties and responsibilities which may be performed or assumed by the position incumbent. The incumbent is required to follow the instructions and perform duties required by the position's supervisor, appointing authority or designee as stated in the corresponding classification specification.

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Marion Utility Service Board Authority

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Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

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Employee Signature

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Date