

Wastewater Treatment Plant Operator – Class C

City of Hartford, Michigan

Position Summary

Under the direction of the City Manager, operates and maintains the City of Hartford's wastewater treatment plant, which utilizes Rotating Biological Contactor (RBC) secondary treatment and Equalization (EQ) Tank flow management systems. The Class C Operator serves in responsible charge as assigned, operating treatment processes to ensure compliance with the NPDES permit, Michigan EGLE regulations, and federal requirements. The position includes operational support of the City's Industrial Pretreatment Program (IPP) to protect plant processes and receiving waters. The operator will supervise the laborers at the Waste Water Treatment Plant.

Essential Duties and Responsibilities:

- Operate, monitor, and control wastewater treatment processes, including influent pumping, EQ Tank operations, RBC units, primary and secondary clarification, disinfection, effluent discharge, and sludge handling.
- Operate and manage the Equalization (EQ) Tank, including level control, mixing systems, influent diversion, and controlled release to downstream processes to balance hydraulic and organic loading.
- Monitor and maintain RBC equipment, including media condition, biofilm growth, shafts, bearings, drive motors, covers, and structural components to ensure stable biological treatment.
- Identify and respond to abnormal operating conditions in RBC and EQ systems, including excessive biofilm growth, mechanical vibration, high-strength influent, or flow surges; take corrective action or notify supervision as required.
- Operate and adjust chemical feed and disinfection systems to maintain permit compliance.
- Collect wastewater samples and perform required laboratory testing (e.g., pH, dissolved oxygen, BOD, TSS, chlorine residuals) following approved procedures.
- Operate and monitor a system such as SCADA and control systems, respond to alarms, and document operational changes.
- Maintain accurate daily logs, laboratory results, maintenance records, flow data, and regulatory compliance documentation.
- Perform routine maintenance and minor repairs on plant equipment including pumps, blowers, motors, valves, instrumentation, RBC components, and EQ Tank systems.

- Assist with plant start-ups, shutdowns, emergency response, wet-weather events, and corrective actions related to permit exceedances or equipment failure.
- Maintain plant cleanliness, safety, and security, including housekeeping and grounds maintenance.
- Follow all safety procedures including PPE use, lockout/tagout, confined space entry, and chemical handling.

Industrial Pretreatment Program (IPP) & Responsible Charge Duties:

- Serve in responsible charge of wastewater treatment operations when assigned, in accordance with Michigan EGLE operator certification rules.
- Demonstrate understanding of the Industrial Pretreatment Program (IPP) and its role in preventing pass-through, interference, and damage to treatment processes.
- Monitor influent conditions and EQ Tank performance to identify potential industrial or high-strength waste discharges.
- Document, report, and communicate suspected or confirmed IPP violations to supervisory staff in accordance with City procedures and regulatory requirements.
- Assist with IPP-related sampling, inspections, compliance tracking, and corrective actions as directed by the Superintendent or Pretreatment Coordinator.
- Adjust plant operations as necessary to protect **RBC systems, biological treatment stability, and effluent quality** in response to industrial discharges.

Minimum Qualifications

- High school diploma or GED.
- Possession of a valid **Michigan Wastewater Treatment Plant Operator – Class C certification**.
- Valid Michigan driver’s license with an acceptable driving record.
- Ability to work independently and assume responsible charge of plant operations when assigned.

Knowledge, Skills, and Abilities

- Thorough knowledge of **RBC wastewater treatment processes**, biological treatment principles, and secondary clarification.
- Knowledge of **Equalization (EQ) Tank operations**, including flow balancing, load dampening, and process control.

- Understanding of **Industrial Pretreatment Program (IPP)** principles, regulatory purpose, and operational impacts.
- Ability to recognize abnormal influent conditions and take appropriate operational or reporting action.
- Working knowledge of mechanical, electrical, and computerized control systems, including SCADA.
- Ability to interpret NPDES permit requirements, laboratory results, operational data, and equipment manuals.
- Skill in maintaining accurate records and preparing regulatory and operational reports.
- Ability to respond effectively to alarms, emergencies, and changing flow conditions.

Working Conditions

- Work performed indoors and outdoors in all weather conditions.
- Exposure to wastewater, chemicals, odors, noise, rotating mechanical equipment, and confined spaces.
- Required participation in on-call rotation and emergency response outside normal working hours.

Physical Requirements

- Ability to stand, walk, climb ladders and stairs, bend, stoop, and lift moderate weights.
- Ability to safely work around rotating equipment, wet surfaces, and confined spaces.

Additional Requirements

- Maintain Class C certification and required continuing education credits.
- Compliance with City safety policies, drug and alcohol testing requirements, and emergency response protocols.

Work Schedule: 40+ hours per week; includes rotating shifts, weekends, holidays, overtime, and on-call duty as required.

Disclaimer: This job description does not constitute an employment agreement between the City of Hartford and the employee and is subject to change by the city as its needs and requirements of the position change.