



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	816-2500-010 816-2500-011 816-2500-012 816-2500-013	Last Revised:	06/14/2013
Position Title:	Operator and Maintenance Mechanic	Department:	Waste Water Treatment Plant
Reports to:	Wastewater Manager, WWTP	Division:	Utilities & Sanitation

Primary Function: Performs technical, operational and maintenance duties within the Waste Water Treatment Plant, lift stations, and package plants, in the most efficient and cost effective manner. Complies with applicable federal, state, and local laws, regulations, ordinances, policies and permits.

- Job Duties and Responsibilities:**
- Monitors and records gauge readings of influent and effluent, check motors, pumps, and solids/water level according to designated schedule.
 - Collects water and wastewater samples.
 - Maintains all mechanical equipment, and performs preventive maintenance of the pumps and related equipment in the Wastewater Treatment Plant systems.
 - Maintains the grounds and buildings of the Wastewater Treatment Plant.
 - Inspects the generators weekly and repairs if necessary.
 - Measures the solid levels in all the system "tanks" or basins.
 - Cleans and washes high core screens and horizontal conveyor screens.
 - Participates in training and safety programs as required.
 - Washes and scrubs the tanks and UV system lights.
 - Drives dump truck to composting area to dump solids. Drives pump truck to various sites to pump out down load tanks.
 - Performs standby duties as required by supervisor and is on call to respond to emergencies.
 - Rotates on weekend work and/or holiday work schedule as required.
 - Performs stand-by duties as required by supervisor (24 hours for 7 days, as needed).
 - Performs other duties as requested by supervisor or manager.

Education /Experience: Work experience of up to twelve months would be required to perform job duties effectively, with additional time required to achieve certifications.

Job Knowledge: Requires knowledge of operating theory and principles as well as electrical and mechanical equipment used in the wastewater treatment industry. The ability to detect faulty operating characteristics in equipment or processes and institute remedial action is essential. Thorough knowledge of safety regulations is required. Maintains specified records and logs of system operation and prepares necessary reports. Must possess good mechanical skills and aptitude. Requires the ability to follow instructions. Must possess a valid North Carolina driver's license. Grade I or Grade II or higher wastewater plant operators certifications, is desirable.

Contact with Others: Jobs are interdepartmental. Carelessness on part of an individual may result in serious injury to others. Performs work assignments in cooperation with coworkers and failure to complete tasks efficiently could affect the work of others.

**Mental /Visual
/Physical Effort:**

Physical requirements of the job include manual dexterity, speaking, and hearing, balancing, stooping, walking, lifting, climbing ladders, and standing for long periods of time. May occasionally be required to lift 75 pounds when replacing a motor. Requires visual acuity, manual dexterity, good eyes/hand/foot coordination, and sense of smell.

Environment:

Works in both inside and outside environments. Subject to inclement weather, extreme hot and cold, fumes, odors, and toxic conditions. Frequently exposed to biohazards, unsanitary conditions, hazardous gases, toxic chemicals and high electric voltage. Exposure to heavy equipment with moving mechanical parts. Proper procedures, equipment and practices are required at all times. Must wear the proper safety clothing or equipment to fit the task being performed at the time such as gloves, glasses, hearing protection, etc.

**Resourcefulness &
Initiative:**

Follows established procedures and well defined guidelines in the performance of duties. Must analyze situations, develop solutions, and respond appropriately. Occasionally non-routine situations require more complex mental effort. Must be able to work closely with others, and also to work alone. This position receives direction from WWTP operational supervisor.

**Responsibility for
Safety /Equipment:**

Required to perform preventative maintenance on all equipment as well as major and minor repairs (e.g. tear down and rebuild pumps, blowers, calibrate instruments, gauges, meters, etc.) as needed. This job requires a high degree of responsibility for all types of equipment. Improper operation of the plant and facilities is a violation of state and federal regulations, which could result in severe fines. Contamination of local rivers and streams may result from improper operations of the WWTP.