



# Eastern Band of Cherokee Indians

## CERTIFIED BIOLOGICAL WASTE WATER TREATMENT OPERATOR

### *Position Description*

<b>Program:</b>	Waste Water Treatment	<b>Reports to:</b>	Supervisor – Biological / Waste Water Operator
<b>Division:</b>	Operations	<b>Position Number:</b>	981636001; 981636002; 981636003; 981636004
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	11	<b>Safety Sensitive:</b>	Yes

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### POSITION PURPOSE

The Certified Biological Waste Water Treatment Operator is responsible to comply with all applicable federal, state and local laws, regulations, ordinances, policies and permits. Performs all technical, operational and maintenance duties within the Waste Water Treatment Plant, in the most efficient and cost effective manner.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Required to maintain efficient and continuous plant performance to ensure a safe and clean effluent; collects daily samples; inspects pumps daily; runs process controls and records results; add chemical; required to maintain accurate records of all areas of operations for EPA and State regulations.
- Operates sludge belt press, monitors belt speed, alignment, and tension; adjusts polymer mixing levels; controls sludge wasting amounts; completes wash down and maintenance of equipment.
- Monitors and records gauge readings of influent and effluent, check motors, pumps, and solids/water level according to designated schedule; collects wastewater samples to be analyzed.
- Maintains all mechanical equipment, grounds and buildings, performs preventive maintenance of the pumps and related equipment in the Wastewater Treatment Plant. Cleans as well as maintains the grit removal equipment.
- Measures the solid levels in all the system "tanks" or basins and inspects the generators weekly and repairs if necessary. Cleans and washes the bar screens, Andritz screens and compactors as well as the tanks and UV system lights. Drive a dump truck, operates a bobcat, loader, and backhoe.
- Operates and maintains the belt filter press and line stabilization equipment. 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).
- Answers telephone and provides customer service; responds to service calls; removes blockages and repairs broken lines and should participate in training and safety programs as required.
- Operates lime stabilization for Class A Biosolids and runs tests on Biosolids for quality control and also collects wastewater samples to be analyzed.

## Position Description

### Scope of Supervision:

This position is not responsible for supervising others. This position receives direction from WWTP operational leadership.

### MINIMUM MANDATORY QUALIFICATIONS

<b>Experience:</b>	Five (5) years of related experience required.
<b>Education:</b>	High School Diploma/GED equivalent required.
<b>Licenses &amp; Certifications:</b>	Valid, insurable NC Driver's License required. NC Wastewater Certification of Grade II or higher required. Must possess or obtain a North Carolina CDL License in order to drive dump trucks within one (1) year of hire.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Requires knowledge of operating theory and principles as well as electrical and mechanical equipment used in the Waste Water Treatment Industry.
- The ability to detect faulty operating characteristics in equipment or processes and institute remedial action is essential.
- A thorough knowledge of safety regulations is required.
- Required to maintain specified records and logs of system operation and prepares necessary reports for EPA and State permits.
- Must possess good mechanical skills and aptitude and the ability to follow instructions.

#### Safety/Accuracy Focus:

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.

#### Key Relationships:

Interacts with internal and external customers/clients in a polite and professional manner. 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.

#### Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. 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.

#### Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information.

#### Complexity of Duties:

This position includes completing tasks of varying complexity levels.

### PREFERRED QUALIFICATIONS

## Position Description

No other preferred qualifications.

### WORK ENVIRONMENT

**Work Environment:** This position can involve exposure to various hazards in the work 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.

**Mental/Visual/  
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. May occasionally be required to lift 75 pounds when replacing a motor. Physical requirements of the job include manual dexterity, speaking, and hearing, balancing, stooping, walking, lifting, climbing ladders, and standing for long periods of time. Requires visual acuity, manual dexterity, good eyes/hand/foot coordination, and sense of smell.

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

**Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

*Position Description*

**ACKNOWLEDGMENT**

I have reviewed the content of the **Certified Biological Waste Water Treatment Operator** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

\_\_\_\_\_  
*Employee (printed name)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

*Position Description*

---

*Date*

---