



WASTEWATER TREATMENT PLANT TECHNICIAN

The City of Hudson is accepting applications for the position of Wastewater Treatment Plant Operator and Laboratory Technician. The person filling this position will assist the Wastewater Treatment Plant Superintendent in Wastewater Plant and Lift station operation and maintenance as well as laboratory tests and analysis. This is a full-time position with a starting wage of \$20.00 per hour. A detailed description of this position can be found at the City of Hudson's website at www.ci.hudson.mi.us. Applications will be accepted until 2 p.m. on June 3, 2024, and are available online or at the Hudson City Office at 121 N. Church Street in Hudson, Michigan. The City of Hudson is an equal opportunity employer.

CHEMIST/WASTEWATER TECHNICIAN SPECIALIST

GENERAL STATEMENT OF DUTIES; To assist the Wastewater Treatment Plant Superintendent in operating the wastewater treatment plant and associated lift stations; to manage and perform laboratory tests and analysis and prepare and maintain records and reports; to supervise and train part-time employees of the department; to perform technical, semi-skilled, and manual labor in the operations, maintenance, and repair of the equipment and machinery involved in the treatment plant and associated lift stations; to perform routine maintenance of facilities, lift stations, and grounds, to supervise and perform responsible technical work in directing the operations of the department in the absence of the wastewater treatment plant superintendent, and perform other work as required.

SUPERVISION RECEIVED: Work is performed under the general supervision of the wastewater treatment plant superintendent with ability to exercise considerable independent professional judgment and discretion.

SUPERVISED EXERCISED: Responsible for supervision of part-time and summer labor.

TYPICAL EXAMPLES OF WORK: An employee in this position may be called upon to do any of the following (these examples do not include all of the tasks which the employee is expected to perform)

- Perform regulatory and process control laboratory analysis and manage laboratory functions under the direction of the Wastewater Treatment Plant Superintendent.
- Operate and maintain all machinery and equipment in plant and associated lift stations.
- Assist superintendent, or in the absence of the superintendent, to manage, supervise, coordinate, and train departmental employees.
- Ensure compliance to all reporting requirements and standards for wastewater treatment and disposal established by regulatory agencies under the direction of the superintendent or in the absence of the superintendent.
- Assist superintendent, or in the absence of the superintendent, to confer with representatives of commercial and industrial organizations to discuss and explain wastewater treatment plant policies and operations.
- Perform the analysis of industrial wastes and requirements of the City's Industrial Pretreatment Program under the direction of the superintendent.
- Assist superintendent, or in the absence of the superintendent, to perform the operation and maintenance of the wastewater treatment plant, lift stations and associated facilities, including plant upkeep and house cleaning duties.
- Assist superintendent, or in the absence of the superintendent, in routine and regular operational control of plant processes based on laboratory data interpretations.
- Assist superintendent, or in the absence of the superintendent, to plan, perform and supervise the maintenance, repair and construction and inspection of mechanical equipment.
- Assist superintendent, or in the absence of the superintendent, to formulate written plant operating policies and assure their enforcement.
- Assist superintendent to communicate with contractors and or engineering firms regarding present and future city wastewater treatment plant needs.
- Assist superintendent, or in the absence of the superintendent, to prepare and submit monthly reports for regulatory agencies as required.
- Assist superintendent, or in the absence of the superintendent, to consult with related regulatory agencies regarding conditions related to wastewater treatment and disposal.
- Assist superintendent, or in the absence of the superintendent, to prepare purchase orders and maintain inventory of supplies and equipment sufficient to assure departmental efficiency.
- Assist superintendent, or in the absence of the superintendent, in plant expansion and maintenance planning, construction and operations.
- In the absence of the superintendent execute adopted departmental expense budget responsibly by exercising fiscal control within budgetary appropriations as well as providing optimal efficiency in expending assets and delivering services.

- Assist superintendent, or in the absence of the superintendent, to prepare payroll and time accounting for all departmental personnel.
- Plan and perform required maintenance operations under the direction of superintendent and in absence of the superintendent.
- Prepare correspondence, records and reports under the direction of the superintendent.
- Order all chemicals, repair parts, other supplies, services, and equipment as necessary and as approved by the City Manager and in conformance to state statutes and city policies under the direction of the superintendent.
- Keep all records under the direction of the superintendent.
- Check, clean and repair lift stations routinely and as needed.
- Maintain knowledge of new methods, processes and trends in the wastewater treatment field.
- Assist superintendent in preparing bid specifications for professional and laboratory services and capital outlay purchases.
- Maintain lawn and yard of wastewater treatment plant facility and assist superintendent to supervise the work by outside contractors performing these functions.
- Take meter readings as required and assigned.
- Clean lab, office, restrooms, basement, chemical building and all other building facilities at least once each week and more frequently if needed.
- Clean walks and steps of plant building of snow and ice as needed.
- In the absence of superintendent, assist and advise the City Manager in recruiting, selecting and hiring department personnel.
- In the absence of superintendent, prepare and submit monthly report of activities to City Council.
- Be available for 24-hour call out (including off-duty hours) and respond to emergency situation calls, perform unscheduled maintenance as required, and call in other employees.
- Work weekend rotation as needed. Compensatory time off will be given for weekend work.
- Maintain and improve professional capabilities by attending training seminars, schools, etc.
- In the absence of superintendent, or under the direction of the superintendent, attend City Council meetings to clarify and explain policies and programs of the department.
- Maintain testing and monitoring equipment. Compute chemical applications and treatment flows.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

- Graduation and possession of an accredited high school diploma.
- A valid Michigan driver's license.

- Possession of, or ability to obtain, a Michigan Class C Wastewater Operators Certification.
- Considerable knowledge of public health and safety requirements and regulations regarding the operations of a municipal wastewater treatment plant.
- Considerable knowledge of the methods, practices, and procedures involved in wastewater treatment.
- Considerable knowledge of the operations of mechanical equipment used in connection with wastewater treatment plant operations.
- Considerable knowledge of chemistry and bacteriology principles and practices related to wastewater treatment.
- Ability to coordinate and supervise the work of others.
- Ability to work effectively with other employees and the general public.
- Ability and knowledge to repair and maintain equipment with minimum need for outside assistance.
- Ability to maintain records and prepare accurate reports.
- Technical education and training in chemistry, bacteriology, and related subjects.
- Ability to work with computers and computer generated data/reports.