

JOB DESCRIPTION

Job Title: Plant and Field Operations Technician
Department: Collections
Reports To: Superintendent
FLSA Status: Nonexempt
Approved By: Utility Director
Approved Date: 11.10.2025
Pay Range: \$30.55 to \$39.75 per hour



SUMMARY: This position is responsible for participating in the operations and maintenance of the TriCo Regional Sewer Utility treatment plant and collection system to ensure regulatory compliance and outstanding customer service. Responsibilities include technical work, sample collection and testing, operating equipment, performing maintenance, cleaning, and repairing of wastewater treatment plant equipment, collection system, and lift stations under limited supervision.

All Employees at TriCo are expected to model the Utility's vision and mission.

VISION: "To become a model regional utility."

MISSION: "To provide high-quality, cost-effective sanitary sewer service to our community."

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains open communications with the Superintendents regarding the collection system and treatment process operations, as well as making recommendations for the repair and improvement of these systems.
2. Performs sample collection, collects samples of plant influent, effluent, sludge, and other processes for analysis, process control, and regulatory purposes.
3. Performs laboratory quality control tests as specified in the laboratory's Quality Control Manual. Make accurate, legible entries in operational logs, charts, and records, both manually and via computer.
4. Using proper protocol, correctly and accurately performs analyses which may include, but are not limited to, alkalinity, ammonia, bacteriological, biochemical oxygen demand, pH, dissolved oxygen, phosphorus, hardness, and turbidity.
5. May conduct the necessary weekend/holiday plant and laboratory operations of the treatment plant on a rotating basis once a Wastewater Operator Class II certification is obtained.
6. Maintains logs of daily operations and maintenance, records activities and readings, equipment malfunctions, and related information. Enter work orders and other field data into the database using the appropriate handheld device.
7. Maintains and troubleshoots odor control units.
8. Services lift stations, consisting of inspections, cleaning, drawdown tests, replacing and troubleshooting floats and transducers.
9. Performs inspections, troubleshooting, pulling and installing, repairing and rebuilding, inventory, and inventory control of pumps and replacement parts.
10. Maintains and operates portable and back-up pumps and flow meters.
11. Service electrical panels involving inspections, replacement of components, repair, rewiring of the panel, calibration of equipment, troubleshooting, inventory of replacement components, generator connection, etc.
12. Field calls after hours from the Emergency Call Center and the Supervisor Control and Data Acquisition (SCADA) Alarm System and responds as needed.
13. Responds to sanitary overflows to include, but not limited to, containment, cleaning, disinfecting, and correctly reporting all overflow information.
14. Performs air relief valve and check valve inspection and maintenance.

15. Performs manhole inspections, identifying issues in need of repair, making repairs, replacing broken or missing bolts and washers, replacing faulty steps, grouting of chimneys and barrel sections, resetting castings and riser rings, repairing and resealing joints, and repairing squirting holes.
16. Maintenance of sewer lines, including cleaning, clearing blockages, and vacuuming debris.
17. Operates company vehicles and equipment, including, but not limited to, jet/vac truck, crane trucks, generators, trailers, pump hoist, tripod/winch system, safety harness, and outriggers.
18. Performs traffic controls, when necessary, visually communicates traffic signaling as a form of communication with customers, and sets up safety cones in work zones.
19. Performs smoke and dye testing.
20. Conducts television inspection of sewer lines and reports on the condition of lines.
21. Identifies environmental hazards and recognizes hazardous communications guidelines for the use of chemicals as well as chemical storage procedures.
22. Performs landscaping tasks including mowing grass, spraying for weeds, seeding and fertilizing the lawns, easement cleaning and clearing, fence repair and maintenance, snow plowing, and applying ice melt.
23. Performs permit-required confined space entries.
24. Follows safety precautions outlined in the Utility Safety Manual.
25. Cross-trains in other areas of the Utility, as appropriate.
26. Participate in professional associations to remain knowledgeable with current and emerging environmental issues and scientific advances.
27. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to fulfill each essential duty and responsibility in accordance with TriCo's requirements. The requirements listed below represent the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES:

Utility-Related Competencies – To perform this job successfully, all TriCo employees must demonstrate the following competencies.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts the success of TriCo above one's own interests; can build morale and group commitments to goals and objectives; and supports everyone's efforts to succeed.

Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; and meets commitments.

Organizational Support – Follows policies and procedures, including but not limited to safety, drug-free workplace, and personal conduct; completes administrative tasks correctly and on time; supports TriCo's goals and values; benefits TriCo through outside activities; and supports affirmative action and respects diversity.

Oral and Written Communication – Speaks clearly and persuasively in positive or negative situations; Listens to others without interrupting; Keeps emotions under control while remaining sensitive to professional ethics, gender, cultural diversities, and disabilities; Remains open to others' ideas and tries new things; Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Job-related Competencies – To perform this job successfully, incumbents should demonstrate the following competencies.

Problem Solving - Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Keeps accurate records for the department and Utility.

Quantity – Meets productivity standards; Completes work promptly; Strives to increase productivity; Works quickly; Is able to work on several tasks at the same time.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Confidentiality – Provides public access to or maintains confidentiality of department information and records according to State requirements.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B.A. /B.S.) from a four-year college or university in environmental science, biology, chemistry, or a related field is preferred. Or an associate's degree (A.A. /A.S.) from a two-year college or university in environmental science or related field; and two years related experience and/or training; or equivalent combination of education and experience. Experience working in a wastewater treatment plant with hand and power tools, and with electrical meters, is desired. A functional understanding of the TriCo system is preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret flow reports, maps, drawings, schematics, technical journals, and other technical documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, members of the business community, and the Board of Trustees. Ability to speak effectively in front of individuals or groups of individuals.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as percentages, area, circumference, and volume. Ability to apply concepts of introductory algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CONSEQUENCE OF ERRORS: Incumbent performs recurring duties with work priorities and schedules determined by supervisor, following standard operating procedures or policy and procedural manuals. Incumbent must receive supervisor's permission to deviate from standard operating procedures, and work is primarily reviewed for attainment of objectives. Errors at work may lead to loss of time to correct the mistake, damage to equipment, and/or endangerment to oneself or others.

CERTIFICATES, LICENSES, REGISTRATIONS: Wastewater Operator Class I certification is required or shall be obtained within 12 months. A valid Indiana driver's license and a demonstrated safe driving record are desired. A commercial driver's license (CDL) B with a tanker endorsement is required within six months of hire. An Indiana forklift certificate is required or shall be obtained within 6 months. The ability to obtain an IWEA Wastewater Collection System Operator Class CS-II certification within the first year of employment.

OTHER SKILLS AND ABILITIES: Incumbent must have the ability to adapt and conform to shifting priorities and demands and execute them accordingly. In addition, this position requires a general knowledge and understanding of landscaping practices and procedures; electrical systems; electrical components; programmable logic controllers; hydraulic systems; generators;

back-up pumps; portable pumps; lockout/tag out procedures; budget information; VFD; Cartography; and lateral cameras, all while paying close attention to detail.

OTHER QUALIFICATIONS: Required computer software skills include Microsoft Outlook, Word, Excel, PowerPoint, and Adobe. In addition, this position requires travel to various locations while performing the essential duties and responsibilities of the job. Incumbents must also participate in and practice all safety training as provided by TriCo.

PHYSICAL DEMANDS: The physical demands described here are representative of those required of an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently sits, lifts, and/or moves up to 50 pounds. The employee will occasionally climb, balance, stoop, kneel, crouch, crawl, and smell.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to change the eye to bring an object into sharp focus).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Full-time employment is 37.5 hours per week. The regular office hours at TriCo are 7:00 a.m. to 4:00 p.m., Monday through Friday. This position typically works from 7:00 a.m. to 3:30 p.m. However, employees in this position may be required to work additional hours to meet job demands, including mandatory on-call hours.

While performing the duties of this job, the employee is frequently exposed to working near moving mechanical parts, the risk of electrical shock, vibration, and all-weather conditions. The employee may occasionally be exposed to explosive and hazardous materials, confined space entry, and fumes or airborne particles. The employee may occasionally be exposed to working in high, precarious places and toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.