



Job Description

Job Title: Operator
Department: Plant Operations
Reports To: Superintendent
FLSA Status: Non-exempt
Approved By: Utility Director
Prepared Date: 05.05.2026
Pay: \$30.55 to \$39.75 per hour

SUMMARY: This position is responsible for technical work, testing samples, operating, and maintaining the Water Resource Recovery Facility (WRRF) under limited supervision at TriCo Regional Sewer Utility (TriCo).

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 include the following.

1. Maintains open communications with the Superintendent regarding the treatment process and equipment operations, as well as making recommendations for the repair and improvement of these systems.
2. Operate the Utilities Biosolids process, including but not limited to aerobic digesters and solids dewatering operations.
3. Performs sample collection, collects samples of plant influent, effluent, biosolids, and other processes for analysis, process control, and regulatory purposes.
4. Performs laboratory quality control tests as specified in the laboratory's Quality Control Manual.
5. Uses 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.
6. Maintains a log of daily operations and maintenance, records activities and readings, equipment malfunctions, and related information.
7. Conduct tours of the WRRF to groups and individuals.
8. Maintains accurate records and documentation of equipment inventory to ensure spare parts are available as needed.
9. Cross-trains in other areas of the Utility, as appropriate.
10. Maintains all laboratory and online monitoring equipment in calibrated working order.
11. Make accurate and legible entries in operational logs, charts and records, both manually and by computer.

12. Follows safety precautions set forth in the Utility safety manual.
13. Responds to emergency situations during and after hours for the purpose of resolving immediate safety and environmental concerns.
14. Performs required sampling, monitoring, and testing to maintain compliance with federal, state, and local regulations governing the WRRF.
15. Conducts the necessary weekend/holiday plant and laboratory operations of the WRRF on a rotating basis.
16. Accurately communicates lab results of the testing to the Superintendent.
17. Participates in professional associations to remain knowledgeable with current and emerging environmental issues and scientific advances.
18. Develops, implements, and updates plant standard operating procedures (SOPs).
19. Monitors and adjusts plant operations manually or by Supervisor Control Authority and Data Acquisition (SCADA) to regulate the flow and treatment of wastewater through screening, settling, aeration, Biosolids process, and disinfection.
20. Operates and adjusts controls on WRRF equipment and machinery, including valves, pumps, and motors.
21. Maintains, operates, repairs, and replaces equipment, as needed.
22. Performs general grounds maintenance work, including grass cutting and snow removal.
23. Performs general maintenance work, including sweeping, cleaning, and painting of equipment and facilities.
24. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to meet each essential duty and responsibility in accordance with TriCo requirements. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES:

Utility-related Competencies – To perform this job successfully, all employees of TriCo 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; is able to 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 in this job should demonstrate the following competencies;

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

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in the decision-making process; Makes timely decisions.

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 the Utility.

Quantity - Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly; can work on several tasks at the same time.

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: 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 WRRF is desired.

LANGUAGE SKILLS: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. The ability to deal with problems involving several concrete variables in standardized situations.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CONSEQUENCE OF ERRORS: Incumbent performs a variety of recurring duties according to the service needs of the public and seasonal deadlines, with priorities and schedules determined by the supervisor. The incumbent has flexibility in the job, and work is primarily reviewed for technical accuracy and sound judgment. Errors in work are primarily detected through supervisory review and procedural safeguards, and work errors could result in loss of time to correct the error, damage to equipment, and /or potential endangerment to self or others.

CERTIFICATES, LICENSES, REGISTRATIONS: Wastewater Operator Class II certification is required. A valid Indiana driver's license and a demonstrated safe driving record are desired. An Indiana forklift certificate is required or shall be obtained within 6 months.

OTHER SKILLS AND ABILITIES: Candidates must have a thorough knowledge of: standard practices, methods, tools and materials of the electrical and mechanical trades; related mechanical trades operations; general knowledge of the occupational hazards connected with general maintenance operations and ability to observe and enforce appropriate safety precautions; skills in the use and care of bench and hand tools, machines and equipment of the mechanical trades; and the ability to work from sketches or blueprints to close tolerances and to understand and carry out difficult oral and written instructions; and the ability to establish and maintain effective working relationships with associates; and must be able to work independently. Candidates must also be able to operate a printer, copy machine, scanner, and other office equipment; adapt to shifting priorities and demands; and execute accordingly.

OTHER QUALIFICATIONS: Computer software skills required include Microsoft Outlook, Word, Excel, PowerPoint, and Adobe. Database management experience is desired.

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 handle or feel; reach with hands and arms; and talk or hear. The employee frequently will sit, lift, and/or move up to 50 pounds. The employee occasionally will climb or balance; stoop, kneel, crouch, or crawl; or 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 adjust 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.

The normal administrative office hours at TriCo are 7:30 a.m. to 4:00 p.m., plant hours are 7:00 a.m. to 3:30 p.m., Monday through Friday. However, employees in this position may be required to work additional hours to meet job demands.

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.