

SOUTHEAST BERRIEN COUNTY LANDFILL AUTHORITY
JOB DESCRIPTION

SBR Operator/ Mechanic

Supervised by: Environmental Compliance Manager, General Manager

Position Summary:

Under the general supervision of the Environmental Compliance Manager, the Sequencing Batch Reactor (SBR) Operator/ Mechanic is responsible for the operations, laboratory analysis, preventive maintenance, and collection of data regarding the SBR.

Essential Job Functions:

An employee in this position may be called upon to do any of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- 1) Monitor the performance of all processes, equipment, controls, gauges, and charts in the SBR. Make necessary adjustments and take corrective actions to maintain proper operation of the SBR.
- 2) Perform preventive maintenance on all equipment associated with the treatment plant.
- 3) Complete all required daily laboratory analysis, record the results, make calculations, and analyze test data to ensure efficient operations.
- 4) Complete recordkeeping reports.
- 5) Maintain clean tanks, plumbing, and equipment.
- 6) Ensure the treatment plant runs within the operating ranges detailed in the discharge permit.
- 7) Maintain drawings and schematics of electrical, mechanical, and process.
- 8) Participates in safety training and attend safety meetings. Adhere closely to all safety policies and regulations to assure the safety of all employees and the public.
- 9) Attend training and seminars as assigned.
- 10) Performs related work as required.

Required Knowledge, Skills, Abilities and Desired Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and desired qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School Diploma, or equivalent
- A valid vehicle operator's license
- Some experience in the operation of a wastewater plant including mechanical repair and maintenance of pumps, motors, and electrical circuits or related work.
- Knowledge of the principles and procedures of a Sequencing batch reactor.
- Knowledge of equipment, materials, chemicals, methods, and procedures used in wastewater plant maintenance and operation activities.
- Knowledge of operation and maintenance of the equipment used in regular Laboratory analysis.
- Ability to read and understand mechanical drawings, blue prints, schematics, and maintenance manuals.
- Skills in maintaining, assembling, and analyzing data.
- Ability to understand and follow oral and written instructions.
- Knowledge of office equipment and technology, including computers and related software, with the ability to adapt to new technologies.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with other employees and the public.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, smell, and see with good, color vision. The employee frequently is required to use hands and reach with hands and arms. While performing sample collection and testing, the employee is

required to stand, walk, and stoop. The employee must occasionally lift and/or move items of light to moderate weight.

The employee is often exposed to fumes or airborne particles, outside weather conditions and moving mechanical parts and/or machinery. The noise level in the work environment is usually quiet but may become very loud.