

**CITY OF HARTFORD
POSITION DESCRIPTION**

WASTEWATER PLANT SPECIALIST

DEPARTMENT Public Works	SUPERVISOR Public Works Superintendent	CLASSIFICATION Regular Full Time Employee	Approximate Hours Monday – Friday 8am to 5pm Position will require responding to emergency calls after hours, including evenings and weekends
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JOB SUMMARY:

The City of Hartford is seeking a highly motivated and skilled Wastewater Plant Specialist to oversee the daily operations of the city's Aeromod mechanical wastewater treatment plant. This position requires self-motivation, technical knowledge, and a commitment to maintaining the plant's operational efficiency and regulatory compliance. The Wastewater Plant Specialist will be responsible for the testing, reporting, maintenance, and upkeep of the plant and grounds while ensuring that all processes meet environmental standards and safety regulations.

JOB LOCATION:

The majority of the work will take place within the city limits of Hartford, SD but occasional duties may be assigned that are outside municipal boundaries.

ESSENTIAL FUNCTIONS OF THE JOB:

- Supervise and manage the day-to-day operations of the Aeromod mechanical wastewater treatment plant, ensuring efficient, safe, and environmentally compliant plant operations.
- Conduct routine testing and sampling of wastewater, maintaining accurate records of results to meet state and federal environmental regulations. Ensure compliance with all safety, health and environmental regulations.
- Prepare and submit required reports to state regulatory agencies on a timely basis.
- Troubleshoot and resolve any operation, mechanical, or process issues within the facility.
- Oversee the maintenance and repair of all plant equipment, including pumps, blowers, motors, and other machinery to ensure continuing efficient plant operation. Manage the scheduling and completion of regular maintenance and emergency repairs for all plant equipment.

- Monitor, repair, and upkeep wastewater system lift stations, including debris removal, pump and float cleaning, inspections, and executing minor repairs as required.
- Maintain inventory of parts, supplies, and chemicals necessary for safe operations.
- Monitor plant performance data and make adjustments as necessary to maintain optimal operation.
- Undertake general plant maintenance tasks such as sweeping, cleaning, sanding, and painting equipment and facilities.
- Must be able to perform physical activity such as normal walking, standing, sitting, stooping, bending, kneeling, climbing, reaching, lifting, carrying, pushing and pulling.
- Perform other work as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

- Basic principles of mechanical, electrical, and hydraulic systems.
- Strong knowledge of wastewater treatment processes, equipment, and maintenance procedures.
- Ability to operate motor vehicles, tractors, and related equipment.
- Ability to operate generators, pumps, hand and power tools, detection devices, lab equipment, etc.
- Understanding of occupational hazards and standard safety practices.
- Recognize inefficient, unusual, or dangerous operating conditions.
- Basic understanding of office and computer equipment.
- Must have good problem-solving, organizational, and communication skills, both orally and in writing.
- Must be able to work outdoors in all kinds of weather.
- Must be self-motivated and be able to work independently without supervision.
- Have the ability to start and finish tasks in a timely manner.
- Must possess the ability to establish and maintain effective working relationships with other employees, supervisors, city officials and the general public.

MINIMUM QUALIFICATIONS:

- High School Graduate or GED equivalent. A degree in environmental science, engineering, or related field is a plus.
- Minimum of 2 years of experience in wastewater treatment operation.
- Class II Wastewater Certification is required and must be able to obtain Class III Wastewater Certification within three years of hire.
- Must possess a valid Driver's License. A Class B CDL is required or the ability to obtain within one year of hire.

- Valid certification in Certified Spraying or the ability to obtain within one year of hire.
- Any combination of education and/or experience may be considered by the City Council. Preference will be given to applicants with wastewater certification.

COMPENSATION:

The City of Hartford offers a competitive salary and benefits package. Wages will be commensurate with experience and qualifications. Starting Wage Range: \$25.00 - \$40.00 per hour.

HOW TO APPLY:

Interested Candidates should submit an application and resume outlining their qualifications and experience to the City of Hartford, 125 N Main Ave, Hartford, SD 57033. This job description and application form are available online at www.hartfordsd.us.

The City of Hartford is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.