



**CITY OF CASPER**  
invites applications for the position of:

# **Waste Water Treatment Plant Lead Operator**

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**SALARY:** \$32.31 - \$39.26 Hourly  
\$5,599.79 - \$6,805.22 Monthly  
\$67,197.52 - \$81,662.62 Annually

**OPENING DATE:** 07/25/17

**CLOSING DATE:** 09/25/17 11:59 PM

**CLASS SUMMARY:**

**Assigned to: Waste Water Treatment Plant**

Incumbents are responsible for leading daily operations and maintenance of the wastewater treatment plant. Responsibilities may include prioritizing and assigning tasks; monitoring plant production and performance; preparing compliance reports; and ordering plant materials and supplies. Receives general supervision from the WWTP Manager and higher level supervisory staff.

This position is driving essential (see driving requirements below).

**TYPICAL CLASS ESSENTIAL DUTIES:**

1. Leads assigned staff to include: delegating work; creating work schedules for assigned staff; ensuring staff is trained; ensuring that employees follow policies and procedures; and maintaining a healthy and safe work environment.
2. Monitors and ensures operational compliance with applicable laws, regulations and standards.
3. Prepares a variety of operational records, compliance reports, and related documentation.
4. Monitors plant materials and supplies; orders materials and supplies when levels are low.
5. Approves work order requests; develops and maintains a preventive and corrective maintenance database; resolves unusual or complex operating issues; identifies areas for improvement.
6. Assists in the implementation of goals and objectives; establishes schedules and methods for providing wastewater treatment operations and maintenance; recommends and helps prepare a new/replacement capital improvement plan.

7. Assists with budget preparation and administration; prepares costs estimates and justifications for budget items; submits and approves invoices for payment and monitors expenses to align with budget allocated.
8. Keeps current on new trends and innovations in wastewater treatment.
9. Responds to and resolves citizen concerns and complaints.
10. Represents the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
11. Follows all City safety procedures. Reports all accidents/incidents immediately to supervisor.
12. Performs other duties of a similar nature or level.

**Knowledge (position requirements at entry):**

Knowledge of:

- The properties of the chemical compounds and the laboratory procedures used in wastewater treatment testing.
- Standard principles of hydraulics and plumbing.
- Skilled technical duties in the operation and maintenance of a wastewater treatment plant.
- Inspection and maintenance principles
- Wastewater treatment methods, materials, tools, and equipment.
- Laboratory testing procedures.
- Chemical solutions.
- Safe work methods and standards.
- Operational characteristics, services and activities of a wastewater treatment plant.
- Current trends and innovations in wastewater treatment operations.
- Applicable Federal, State, Local and City government codes, rules and regulations relating to the various aspects of wastewater treatment operations.
- Public relation principles.
- Record maintenance systems and techniques.
- Mathematical and statistical principles.
- Customer service principles.
- Computers and related software applications.
- Basic principles of municipal budgeting preparation and control; inventory principles.
- Principles of supervision, training and performance evaluations.

**Abilities (position requirements at entry):**

Ability to:

- Perform the most difficult and complex duties related to wastewater treatment.
- Fill out appropriate records and forms; compile data into written reports in order to comply with plant, Wyoming Department of Environmental Quality, and EPA compliance.
- Work rotating shifts.
- Read meters and gauges correctly and to act quickly and competently.
- Recognize and react to treatment process changes and demands.
- Work according to safety standards under potentially hazardous conditions.
- Coordinate the work of personnel.
- Create and review reports; perform analysis.
- Interpret and explain City policies and procedures.
- Provide leadership and direction.
- Manage projects and programs efficiently.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Follow applicable federal, state, and local laws, rules, and regulations.

- Communicate effectively verbally and in writing.
- Follow written and verbal instructions and direction.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Skills (position requirements at entry):**

Skill in:

- Inspecting, maintaining, and cleaning equipment.
- Collecting and testing samples.
- Recording readings.
- Monitoring and evaluating employees.
- Delegating and prioritizing work.
- Conflict resolution.
- Training employees.
- Technical writing.
- Time management.
- Project management.
- Providing customer service.
- Performing mathematical and statistical calculations.
- Basic principles of budgeting.
- Compiling, analyzing, and summarizing information.
- Oral and written communication, sufficient to exchange or convey effective information and to give/receive work direction.
- Operating modern office equipment, software and operating systems/applications.

**TRAINING, EXPERIENCE & CERTIFICATIONS:**

**Training and Experience** (positions in this class typically require):

- Minimum of three years of increasingly responsible experience in WTP or WWTP operations.
- Minimum of two years of experience working as a supervisor OR four years' experience working as a WTP or WWTP Operator.
- A minimum of two (2) years of continuing education at a trade school, community college or university.
- Bachelor's Degree preferred

**Licensing and Certification Requirements** (positions in this class typically require):

Licensing Requirements:

- Possession of, or ability to obtain, a valid Wyoming Driver's License.
- Possession of, or ability to obtain, a Level IV Wastewater Treatment Plant Operator license through the Department of Environmental Quality (DEQ) in the State of Wyoming, within 12 months of hire.

**SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply.

Employment with the City of Casper is contingent upon a successful background screen and pre-employment drug test. Applicants who have failed a pre-employment screen or have been terminated from the City of Casper are ineligible for employment consideration for 12 months. You will become eligible for consideration 12 months from the date of your incident (pre-employment screen or termination).

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, chemicals, extreme temperatures, and workspace restrictions.

**Driving Requirements:**

For driving essential positions, employment with the City of Casper is contingent upon a satisfactory driving record. A driving record that reflects any of the following criteria is considered unsatisfactory:

- 1) Convicted of three (3) or more moving violations within the previous 36 months (three separate, individual incidents);
- 2) A conviction within the previous 36 months of any of the following:
  - Driving under the influence of drugs or alcohol;
  - Leaving the scene of an accident;
  - Fleeing to avoid arrest;
  - Reckless Driving;
  - Homicide or assault by motor vehicle;
  - Driving without auto insurance;
  - Driving on a suspended license;
  - Refusal to take blood/breathalyzer test for suspected DUI or impaired driving.

If you have questions regarding the background screen, pre-employment drug test or driving record, please contact the Human Resources Office at (307)235-8344 prior to accepting a job offer.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.casperwy.gov>

Position #0729-04  
WASTE WATER TREATMENT PLANT LEAD OPERATOR  
HR

200 N. David - Human Resources  
Casper, WY 82601  
(307)235-8344

[jobs@casperwy.gov](mailto:jobs@casperwy.gov)

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**Waste Water Treatment Plant Lead Operator Supplemental Questionnaire**

- \* 1. Which of the following best describes your level of education?

- Some High School
  - High School Diploma or G.E.D.
  - Some College
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
- \* 2. How many years of experience do you have in a supervisor capacity?
- None
  - Less than 6 months
  - 6 months to less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - 4 years or more
- \* 3. Please describe (in detail) your Supervisory experience and where you obtained the experience.
- \* 4. How many years of experience do you have working as a WTP or WWTP Operator?
- None
  - Less than 1 year
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - 4 years or more
- \* 5. Describe (in detail) your experience performing water or wastewater collection and distribution system installation, maintenance, and repair duties and where you obtained such experience.
- \* 6. Do you have possession of a Level IV Wastewater Treatment Plant Operator license through the Department of Environmental Quality (DEQ)?
- Yes, I currently possess DEQ a Level IV Wastewater Treatment Plant Operator license
  - No, but I have the ability to obtain within 12 months of hire
  - No. I do not have this license nor will I be able to obtain within 12 months of hire.
- \* 7. Do you have a valid Wyoming Driver's License?
- Yes, I possess a valid Wyoming Driver's License.
  - No, but I have the ability to obtain this license within 12 months of hire.
  - No. I do not have this license nor will I be able to obtain within 12 months of hire.
- \* 8. How many years do you have of continuing education at a trade school, community college or university?
- None
  - Less than 1 year
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - 4 years or more
- \* 9. How many years of experience do you have of increasingly responsible experience in WTP or WWTP operations?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years or more

\* 10. Outline the five lessons you have learned from the leaders you've worked with previously.

\* Required Question