



Board of Public Utilities City of Cheyenne, Wyoming

WASTEWATER PLANT MAINTENANCE OPERATOR

Division: **Water Reclamation** Class Code: **22301**
Revised Date: **November 2025** FLSA Status: **Non-Exempt**

GENERAL PURPOSE:

Under general supervision, performs basic, semi-skilled, and skilled labor in the inspection, maintenance, and repair of Water Reclamation (WR) equipment for the Board of Public Utilities (BOPU); maintains and adjusts equipment to meet job specifications and technical codes.

DISTINGUISHING CHARACTERISTICS:

The Wastewater Plant Maintenance Operator is the trainee classification. Under general direction from senior plant maintenance operators, Lead Plant Maintenance Operator and Plant Supervisor, performs a variety of routine, semi-skilled and skilled duties in the maintenance and repair of WR equipment and facilities and plant operations as needed; performs work in a somewhat independent manner. Responsible for activities occurring during their work shift that fall within skill level and scope of authority; advances to Senior Wastewater Plant Maintenance Operator after gaining experience, knowledge, required certifications, time on facilities and demonstrating job proficiency.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision, and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Works independently and makes appropriate decisions based on work experience and training; examines equipment malfunctions and troubleshoots actual and potential problems; repairs, disassembles, rebuilds, and adjusts equipment and components; fabricates and reconditions parts as needed.
- Performs skilled labor in the inspection, maintenance and repair of wastewater treatment plant equipment and components; reads and interprets technical manuals, schematics, and blueprints.
- Check's facilities and equipment to verify proper operating conditions and identifies maintenance needs; repairs equipment and components, and performs preventive maintenance on electrical, mechanical, and other equipment and components as needed.
- Repairs, cleans, and adjusts equipment and components; verifies equipment functions meet job specifications and technical codes; repairs and replaces devices as required to assure compliance with state laws.
- Performs maintenance activities within scope of authority, and in accordance with all safety regulations and procedures, repairs and replaces components for plant equipment; repairs and maintains buildings and structures.
- Maintains work areas in a safe and orderly condition; operates and maintains a variety of specialized vehicles and equipment in accordance with all safety regulations and procedures; identifies and reports vehicle and equipment problems requiring additional repair.
- Maintains daily work logs and records of maintenance services performed; research technical information on equipment; assists supervisor in ordering parts and supplies.

JOB DESCRIPTION

Wastewater Plant Maintenance Operator

- Performs duties of Wastewater Plant Operator and responds to emergencies as needed to meet workload demands, trains work crews in the use of specialized tools, equipment, and work methods.
- Follows all safety rules and regulations, and closely follows verbal and written instructions, reports safety hazards, equipment problems, security issues and emergency situations.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; and 1 years' experience on plant or in industrial or commercial maintenance preferably in wastewater/water plant maintenance; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications: -

- Class B Commercial Driver's License (CDL) valid in Wyoming with good driving record.
- Must Pass level 1 Wastewater Treatment Plant Operator Certification from Wyoming Department of Environmental Quality (WDEQ) test within 1 year 6 months of hire.
- Must Pass level 2 Wastewater Treatment Plant Operator Certification from Wyoming Department of Environmental Quality (WDEQ) test within 3 years of hire. If Incumbent was hired with a Level 1 Certification incumbent must pass level 2 certification within 1 year and 6 months of hire into position.
- Specialized training and experience in plumbing, electrical, HVAC, masonry, carpentry, welding, and mechanics equivalent to an operator certification.
- Depending on the needs of the BOPU other job specific training and certifications may be required.
- CPR/AED Certification.

Required Knowledge of:

- Rules and regulations of the WDEQ.
- Methods, materials, and standards used to install, test, maintain and repair wastewater pumps, meters, valves, electromechanical components, and electrical and electronic controls.
- Methods, practices, standards, and specifications required for compliance with WDEQ regulations.
- Tools and equipment used in water utility system maintenance and repair procedures.
- Principles and methods of maintenance and operation of wastewater facilities including Supervisory Control and Data Acquisition Systems (SCADA), and servicing requirements of plant machinery and equipment.
- Mathematics used in problem solving related to wastewater treatment applications and processes.
- Safe work practices, occupational hazards, and safety precautions in utility plant environments.
- Operation, maintenance, repair and safety standards for motorized equipment and vehicles.
- Federal, state, and local safety laws and regulations, Occupational Safety and Health Administration (OSHA) requirements, and drug and alcohol testing guidelines for Commercial Driver's License (CDL).
- OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals in the workplace.
- Standards and specifications for compliance to water/wastewater regulations.

Required Skill in:

- Interpreting and applying policies and procedures.
- Monitoring equipment and identifying maintenance and safety issues.
- Using specialized tools and equipment to perform skilled electrical and mechanical repair work.
- Making operating adjustments and repairs to wastewater equipment and components.
- Reading and interpreting gauges and recording devices.
- Identifying unsafe conditions and mechanical problems.
- Following safe work practices.
- Making algebraic calculations
- Closely following verbal and written instructions and procedures.

JOB DESCRIPTION

Wastewater Plant Maintenance Operator

- Establishing and maintaining effective working relationships with co-workers.
- Effective verbal and written communications.
- Operating personal computers, utilizing a variety of standard and technical software.

Working Conditions

Work Environment: Works day shift weekends and holidays, (days/evening/nights) as needed; required to work overtime, on standby or perform call back duty and responds to emergencies as requested. Work is performed at WR facilities; exposure to safety hazards and dangerous tools and equipment, including water-borne diseases and other biological hazards associated with working in or around raw sewage, working near high-voltage equipment, contact with a variety of combustible, corrosive and toxic chemicals and gasses such as methane, carbon dioxide, hydrogen sulfide, acids, various polymers, alum (aluminum sulfate), sodium hypochlorite and caustics. Work is performed indoors and outdoors in all weather conditions (mild to extreme). Some portions of the plant are hot and may contain offensive odors; confined space entry may be required; plant surfaces can be wet, slippery and may have open grates.

Physical Demands: Moderate physical work requires ability to stand 20%, walk 60% and sit 20% of the time. Occasionally the following requirements are needed: Floor-to-waist lift up to 65 pounds to remove and install gates; 2 person lifts up to 150lbs; two-handed-carry up to 50 pounds; one-handed-carry up to 30lbs; pushing/pulling up to 167 pounds to move bins and open valves; overhead work in standing position is performed; Lowered work in a standing or stooping position is performed; kneeling, crawling and squatting are required on occasion; manual dexterity is required to operate equipment components;; climbing stairs and ladders to gain access in and out of buildings and structures; repetitive trunk rotation in standing position, cleaning weirs, use weed eater and shovel snow; balance is required for leaning over fences, walking on uneven and occasional icy terrain. Frequently the following requirements are needed: Repetitive arm use to open and close valves during cleaning activities; talking and hearing to perform daily plant maintenances hand/eye coordination to operate general and specialized tools and equipment. and vision for near and far acuity, depth perception and color vision.

BOARD OF PUBLIC UTILITIES
CERTIFICATION REQUIREMENT
WASTEWATER PLANT MAINTENANCE OPERATOR

All Wastewater Plant Maintenance Operators must obtain and maintain Certification through the Wyoming Department of Environmental Quality as follows:

Level 1 Wastewater Treatment Plant Operator Certification

- Must Pass level 1 Wastewater Treatment Plant Operator Certification From Wyoming Department of Environmental Quality(WDEQ) test within 1 year 6 months of hire.

Level 2 Wastewater Treatment Plant Operator Certification

- Must Pass level 2 Wastewater Treatment Plant Operator Certification From Wyoming Department of Environmental Quality(WDEQ) test within 3 years of hire. If Incumbent was hired with a Level 1 Certification incumbent must pass level 2 certification within 1 year and 6 months of hire into position.

I acknowledge receipt of my Job Description and Certification requirements for my position as a Wastewater Plant Maintenance Operator for the Board of Public Utilities, Water Reclamation Division. I understand that I am responsible for maintaining all required certifications while employed as a Wastewater Plant Maintenance Operator.

Employee _____
Date

Supervisor _____
Date