



---

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586

---

The City of Glencoe is seeking a Waste Water Operator to perform maintenance and equipment operations work involving the Wastewater Treatment Plant and collection system---Water Treatment Plant and distribution system---Storm Water system.

Qualifications:

Qualified applicants must possess a High School diploma or GED---Valid Class D driver's license and the ability to obtain a Class B commercial driver's license/Air brake/Tanker endorsement within 1 year of date of hire---Ability to obtain a Class D wastewater operator's license within 2 years of date of hire. Mechanical/Electrical/Mathematics with organizing skills preferred.

A complete job description and application are available at the City Offices at the Glencoe City Center or online at [www.glencoe.mn.org](http://www.glencoe.mn.org). For consideration email or mail completed application and resume to: [gschreifels@ci.glencoe.mn.us](mailto:gschreifels@ci.glencoe.mn.us) or Glencoe City Center, 1107 11<sup>th</sup> Street East, Suite 107, Glencoe, MN 55336. Position is open until filled.

**TITLE:** Waste Water Treatment Plant Operator

**DEPARTMENT:** Waste Water Treatment

**ACCOUNTABLE TO:** Waste Water Supervisor

**SUMMARY OF JOB DESCRIPTION:** This is technical work in the operation, maintenance and repair of the waste water treatment plant and collection system.

**DUTIES AND RESPONSIBILITIES**

1. Learns what each operational unit does and how that unit's equipment functions at the Waste Water Treatment Plant.
2. Spends time performing lab work daily;
  - a. Takes samples from various stages of treatment and performs standard tests for quality.
  - b. Maintains laboratory records of tests performed.
  - c. Maintains laboratory equipment records.
3. Operates pumps, valves, chemical feeders, flow recording equipment, samplers.
4. Checks equipment in treatment plant, adjusting and maintaining it as necessary to keep in proper operating condition. Repairs malfunctioning equipment. Helps to install new equipment. Does preventative maintenance and maintains maintenance records.
5. Cleans tanks and equipment. Hauls biosolids which requires a Minnesota Class B license with air-brakes and tanker endorsements. Maintains biosolids hauling records.
6. Performs grounds maintenance duties.
7. May have to assist other City departments.
8. Is required to be "on-call", work Saturday and Sunday, and work some holidays and should live within twenty (20) minutes driving response time of call out.

9. Follows procedures in emergency situations, maintenance, collection, and floods.
10. Maintain collection system, repair lift stations, clean sanitary sewer. Is trained for confined space entry.
11. Have to work long hours when sanitary sewers are surcharged and by-pass pumping is necessary. May have to control over all emergency situation.
12. Performs related duties as required.
13. Ability to work without direct supervision.

EQUIPMENT: Pumps, electrical equipment, mechanical equipment, lab equipment, cleaning equipment and supplies, tandem-axle truck.

DESIRABLE QUALIFICATIONS:

High school education with experience or additional vocational training in wastewater treatment operations. Aptitude for mathematics, chemistry, biology and mechanical preferred.

Ability to meet the public and deal with them effectively and courteously.

Class D wastewater license recommended by Minnesota Pollution Control Agency, but not required.

Class B driver's license with tanker endorsement and air breaks.

WORKING CONDITIONS:

Inside and outside work, temperature extremes, odors, physical activity and ability to lift 70 lbs. Some hazard chemicals, electricity, emergency situations, and ability to be on call.

The Glencoe Wastewater Treatment Plant (WWTP) was originally constructed in 1952, with upgrades in 1972, 1996 and 2020. The upgrade in 1996 increased the hydraulic capacity and the biological treatment capacity. As a result of these facility improvements, the WWTP provides tertiary treatment to its influent wastewater up to a flow of 1.23 MGD and secondary treatment up to a flow of 2.6 MGD. The WWTP's hydraulic capacity is 6.0 MGD. The WWTP receives medium to high strength wastewater. Several industries, including a vegetable canning industry, contribute to the collection system.

The WWTP provides preliminary treatment consisting of screening and grit removal, biological treatment consisting of trickling filters and activated sludge, intermediate and final clarification, filtration, and chlorination/dechlorination. Sludge is treated by anaerobic digestion to produce Class B biosolids which are disposed of by land application. The NPDES permit for the WWTP includes limits on CBOD, TSS, fecal coliform, ammonia, and other typically regulated parameters. The NPDES permit includes a provision for variability of treatment, which allows the WWTP to treat to secondary limits, in lieu of tertiary limits, during high flow situations.