



**CITY OF CASPER**  
 invites applications for the position of:  
**Waste Water  
 Treatment Plant  
 Operator I - IV**

**SALARY:** \$15.16 - \$36.25 Hourly  
 \$2,627.73 - \$6,283.33 Monthly  
 \$31,532.80 - \$75,400.00 Annually

**OPENING DATE:** 06/30/22

**CLOSING DATE:** Continuous

**CLASS SUMMARY:**

**Assigned to: Waste Water Treatment Plant**  
**Open until filled - don't wait to apply**  
**Applications must be submitted via our website directly**  
**at <https://casperwy.gov/> to be considered.**

*Wastewater Treatment Plant Operator I - IV; pay commensurate with license level.*  
[Total Compensation Package](#)

*Schedule: **Nights** (Four 10-hour shifts)*

Shifts: **Monday - Thursday** and **Thursday - Sunday** (rotating every 3 weeks)

Incumbents are responsible for operating and maintaining the Waste Water Treatment Plant (WWTP).

**REPORTING STRUCTURE:**

Receives general supervision from the WWTP Lead Operator and higher-level management staff.

**TYPICAL CLASS ESSENTIAL DUTIES:**

1. Performs routine maintenance on plant equipment and grounds including dusting, sweeping, mopping, changing oils, cleaning sludge drying beds, and repairing structures; adjusts and calibrates equipment as necessary.
2. Performs manual labor related to plant operations including draining and inspecting plant structures; cleaning tanks, screens, filters, pipes, and pumps; changing oils; and transferring sludge from digesters.
3. Performs basic laboratory sampling and testing as directed.
4. Monitors and maintains inventory levels and notifies the lead operator when levels are low.
5. Collects a variety of information including meter gauge readings, control panel readings, and data from computer systems.
6. 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.

7. Performs other duties of a similar nature or level.

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

**Knowledge of:**

- Basic work etiquette.
- Basic understanding of mechanical equipment preferred.

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

**Ability to:**

- Work rotating shifts including nights, weekends, and holidays.
- Routinely demonstrate the City of Casper core values.
- Follow written and verbal instructions.
- Learn the principles and practices necessary in the operation of a wastewater treatment plant including the operation and maintenance of plant machinery and testing equipment.
- Learn to read meters and gauges correctly and to act quickly and competently.
- Learn to recognize and react to treatment process changes and demands.
- Work according to safety standards under potentially hazardous conditions.
- Follow all City safety rules and procedures and immediately report all accidents/incidents or unsafe conditions to a supervisor.

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

**Skill in:**

- Following written and verbal instructions.
- Oral and written communication sufficient to exchange or convey information and to receive work direction.

**TRAINING, EXPERIENCE & CERTIFICATIONS:**

**EDUCATION AND EXPERIENCE**

- High school diploma or equivalent (G.E.D.) required.
- No previous training or experience required.

**LICENSING AND CERTIFICATIONS**

- Possession of a valid Wyoming driver's license preferred.
- Possession of, or ability to obtain, a Level I Wastewater Treatment Plant Operator certification through the Wyoming Department of Environmental Quality (DEQ), 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 and Environmental Conditions:**

City of Casper employees that perform safety-sensitive tasks are subject to pre-employment and/or random drug testing. These tasks include, but may not be limited to:

- Emergency response/rescue
- Handling or working with hazardous materials, including chemicals as well as solid and liquid waste
- Operating or maintaining water and wastewater systems
- Maintaining City computer and data systems including networks, servers, communication systems, etc.
- Driving for the City of Casper, whether essential or non-essential
- Operating power-driven machinery or equipment
- Handling confidential information, including personnel, health, financial, or attorney-client information
- Working with or around children

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.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.casperwy.gov>

Position #1198-04  
 WASTE WATER TREATMENT PLANT OPERATOR I - IV  
 HR

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 Suite 107  
 Casper, WY 82601  
 (307)235-8344  
 (307)235-8421

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

**Waste Water Treatment Plant Operator I - IV 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
- Doctoral Degree

\* 2. How many years of experience do you have in wastewater treatment plant operations and maintenance?

- 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 to less than 5 years
- 5 years or more

- \* 3. Please describe (in detail) your experience and where you obtained the experience.
  
- \* 4. Which Wastewater Treatment Plant Operator certification through the Wyoming Department of Environmental Quality (DEQ) do you possess?
  - Level I
  - Level II
  - Level III
  - Level IV
  - I do not have any DEQ certifications.
- \* 5. Do you currently possess a valid Wyoming driver's license?
  - Yes
  - No
  - No, but I have the ability to obtain within 12 months of hire.
- \* 6. Do you understand that this position requires rotating shifts (including nights, weekends, and holidays)?
  - Yes
  - No
- \* Required Question