



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 564.2

Job Title: **SENIOR SLUDGE PROCESSOR**

Pay Grade: 15

GENERAL SUMMARY:

Oversees sludge processing and personnel to provide safe and efficient operations.

RESPONSIBILITIES:

- Oversees personnel, sludge processing and disposal activities.
- Maintains and monitors dryer and centrifuge operations.
- Monitors the loading and transferring of dry product to silos and/or storage facilities.
- Operates sludge filters and maintains fuel tanks and accurate sludge coding.
- Operates de-watering equipment.
- Performs preventive maintenance and cleaning of equipment.
- Maintains records, logs and reports.
- Conducts safety meetings.
- Trains various personnel to operate equipment, such as dryers.
- Checks and maintains inventory of required chemicals.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate. Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

EXPERIENCE:

Two years of work experience, including one year of experience in the operation or repair of flash drying units or related fertilizer production facility equipment, are required. One year of directly related college or vocational education maybe substituted for up to one year of the above experience requirement.

Licenses: Wastewater Plant: Class "C" Wastewater Operator's license may be required.
Water Plant: Class "C" Groundwater or Surface water Operator's license is required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position requires lifting of heavy items of up to 60 pounds and/or walking on rough surfaces routinely and/or regular physical exertion such as climbing of ladders.

WORK ENVIRONMENT:

There are frequent exposures to very extreme levels of air pollution, chemical gases or substances, and/or contagious diseases or physical trauma of a life-threatening or long-term disability nature.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Plant Operator Trainee
Sludge Processor
Senior Sludge Processor
Plant Operator Supervisor

Effective Date: October 1990

Revised Date: October 1998