

JOB FAMILY SUMMARY:

This document describes all job classifications in this job family which vary in grade level as indicated below. The first two (2) grade levels make up a progression where employees may progress from one grade to the next once they meet all requirements. Find the detailed specific requirements of each classification in the job descriptions below.

Class Title	Pay Grade	Progression /Promotion	Supervision Level	Minimum Education	Page #
Biosolids Operator I	LT-17	N/A	Under Direct Supervision	HS/GED	2
Biosolids Operator II	LT-18	Progression	Under Direct Supervision	HS/GED	5
Biosolids Lead	AT-28	Promotion	Under General Supervision	HS/GED	7

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PURPOSE OF THE CLASSIFICATION: Under general supervision, positions in this class perform treatment and transportation of biosolids including: hauling biosolids and heavy equipment to land sites for application following established procedures, which include local, state, and federal guidelines; material handling, process monitoring, and reporting associated with biosolids land application and composting; ensures operations are successfully performed to create Class "A" compost; and other related duties as assigned.

WORKING ENVIRONMENT:

Working environment for LT-17 and LT-18 positions are primarily outdoors and in inclement weather. Employees may be directed to work at multiple facilities on an as needed basis. The working environment for AT-28 position is primarily outdoors and in inclement weather with some work performed indoors in an office setting and requires travel to multiple locations for field examinations/inspections.

PHYSICAL REQUIREMENTS:

Physical requirements for LT-17, LT-18, and AT-28 positions include occasional walking and standing; frequent lifting and carrying up to 60 pounds; occasional lifting and carrying up to 105 pounds; pushing and pulling up to 60 pounds; frequent climbing, stooping, reaching, bending, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

EEO Code: N-07

Group: Labor and Trades

Series: Unskilled and Semiskilled Labor

LT-17 | BIOSOLIDS OPERATOR I

CLASS CODE: 7562

ESSENTIAL TASKS:

- Operates equipment such as pull trucks, tankers, end dumps, and front-end loaders to move or transport sludge, biosolids, compost and mulch
- Drives defensively and operates vehicles in a safe manner
- Maintains assigned equipment, ensuring proper usage and storage, and reporting any issues to management
- Operates various pieces of motorized equipment on a regularly designated basis
- Checks for proper functioning of the equipment during operation and makes needed adjustments
- Performs preventative maintenance on equipment, including operational pre-check, and services equipment with proper fluids and lubricants
- Documents temperatures of compost piles
- Ensures daily logs are accurate and complete
- Assists with the sampling and survey of lagoons and drying beds
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria:

1. (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**
(b) Two (2) years of progressively responsible experience relevant to the essential tasks listed in this job description; **or**
2. (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**
(b) One (1) year of progressively responsible experience relevant to the essential tasks listed in this job description; **and**
(c) Successful completion of a special heavy equipment assessment conducted by the Safety and Training section of Human Resources, as applicable

Knowledge of:

- The operation, preventative maintenance, to include pre-checks, and servicing of heavy equipment with the proper fluids and lubricants

- The local, state, and federal regulations for hauling heavy loads on roads and highways
- Hazards and applicable safety rules and regulations of equipment operation

Ability to:

- Complete paperwork accurately
- Perform manual labor under any type of weather conditions
- Effectively communicate both verbally and in writing
- Provide high level customer service across a diverse customer base
- Courteously and tactfully communicate with fellow employees, supervisors, other members of the organization, and the public in giving and receiving information

Skill in:

- Transporting and operating heavy equipment in challenging spaces skillfully and safely
- Safe and defensive driving
- Conflict resolution and problem solving

Licenses and Certificates:

1. Possession of a Class "A" CDL license with tanker endorsement and fifth-wheel restriction removed; **and**
2. Possession of a Class "D" Wastewater Operator License as issued by the Department of Environmental Quality (DEQ) within six (6) months of date of hire; **and**
3. Possession of a Class "C" Wastewater Operator License as issued by the Department of Environmental Quality (DEQ) within eighteen (18) months of date of hire.

LT-17 | BIOSOLIDS OPERATOR I

CLASS CODE: 7562

Proficiency Requirements			
Proficiency	Time in Class	Training	Licenses & Certifications
#1	3 months	Completion of Phase I – Basic Safety	
		Completion of one (1) course credit from an internal City of Tulsa Development Training course in Safe and Respectful Workplace, not previously submitted, as approved by management	
		Completion of a total of three (3) accredited college hours or the equivalent based upon courses listed in the 'Approved Educational Equivalents' document, as approved by management	
		Obtains Class "D" Wastewater License	

#2	6 months	Completion of Smith Driving School training
		Completion of one (1) course credit from an internal City of Tulsa Development Training course(s) in Communication and Interpersonal Skills, not previously submitted, as approved by management
		Completion of Basic First Aid Training (CPR/AED/First Aid non-certification)
		Completion of a total of six (6) accredited college hours or the equivalent based upon courses listed in the 'Approved Educational Equivalents' document, as approved by management

#3	9 months	Obtains Class "C" Wastewater Operator License as issued by the Oklahoma Department of Environmental Quality (ODEQ)
		Completion of one (1) course credit from an internal City of Tulsa Development Training course(s) in Business Leadership Skills, not previously submitted, as approved by management
		Completion of a total of nine (9) accredited college hours or the equivalent based upon courses listed in the 'Approved Educational Equivalents' document, as approved by management

To Progress to a Biosolids Operator II LT-18

All training requests are subject to supervisor approval and budget availability.

Required	Three (3) years of progressively responsible experience relevant to the essential tasks in this job description, including twelve (12) months as a Biosolids Operator I ; and,
	Possession of an applicable Class "C" Wastewater Operator License as issued by the Oklahoma Department of Environmental Quality (ODEQ); and,
	Possession of a valid Oklahoma Class "A" Commercial Driver License (CDL) with tanker endorsement and fifth-wheel restriction removed; and,
	Completion of two (2) City of Tulsa Safety training courses, not previously submitted, as approved by management; and,
	Completion of a total of nine (9) accredited college hours or the equivalent based upon courses listed in the 'Approved Educational Equivalents' document, as approved by management

LT-18 | BIOSOLIDS OPERATOR II

CLASS CODE: 7563

ESSENTIAL TASKS:

- Acts as lead person in the instruction of crew workers in the land application or composting of biosolids, as requested by management
- Operates pull trucks, tankers, end dumps, and front-end loaders to move or transport sludge, biosolids, compost and mulch
- Operates tractor with attachments and other motorized equipment for the land application of biosolids
- Communicates information effectively and accurately with team members and supervisors to accomplish work goals
- Transports equipment from one field to another using a lowboy trailer
- Ensures composting operations are successfully performed to include: mixing, composting, screening, curing and storage
- Trains in the proper techniques of transporting sludge, land applying biosolids, and production of Class "A" compost, as requested by management
- Determines appropriate ratios of mulch to sludge for proper composting mixture
- Ensures effective operation of compost screening
- Assists in the survey of lagoons and drying beds
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria:

- (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**
- (b) Three (3) years' of progressively responsible experience relevant to the essential tasks in this job description

Knowledge of:

- Good knowledge of the operation and preventative maintenance to include pre-checks and servicing of heavy equipment, pull trucks and trailers, with the proper fluids and lubricants
- The local, state, and federal regulations for hauling heavy loads on roads and highways
- Compost operations to include: proper ratios of sludge to mulch, mixing, composting, screening, curing and storage of compost
- The requirements to produce Class "A" compost
- Good knowledge of federal and state regulations in the land application and composting of biosolids
- Sampling and surveying of lagoons and drying beds
- Good knowledge of the hazards and applicable safety rules and regulations of equipment operation

Ability to:

- Complete accurate paperwork and document records into the data management system
- Perform manual labor under any type of weather conditions
- Effectively communicate both verbally and in writing
- Provide high level customer service across a diverse customer base
- Courteously and tactfully communicate with fellow workers, supervisors and other members of the organization

Skill in:

- Transporting and operating heavy equipment in challenging spaces
- Proper land application of biosolids
- Safe and defensive driving
- Conflict resolution and problem solving

Licenses and Certificates:

1. Possession of a Class "A" CDL license with tanker endorsement and fifth-wheel restriction removed; **and**
2. Possession of a Class "D" Wastewater Operator License as issued by the Department of Environmental Quality (DEQ) within six (6) months of date of hire; **and**
3. Possession of a Class "C" Wastewater Operator License as issued by the Department of Environmental Quality (DEQ) within eighteen (18) months of date of hire

LT-18 | BIOSOLIDS OPERATOR II

CLASS CODE: 7563

Proficiency Requirements			
Proficiency	Time in Class	Training	Licenses & Certifications
#1	3 months	Completion of one (1) course credit from an internal City of Tulsa Development Training course(s), not previously submitted, as approved by management	
		Completion of Phase II – Backhoe	
		Joins a local or regional water resource recovery, composting, or biosolids organization and attends a local or regional conference	
		Completion of a total of twelve (12) accredited college hours or the equivalent based upon courses listed in the 'Approved Educational Equivalents' document, as approved by management	

#2	6 months	Completion of one (1) course credit from an internal City of Tulsa Development Training course(s), not previously submitted, as approved by management
		Completion of a total of fifteen (15) accredited college hours or the equivalent based upon courses listed in the 'Approved Educational Equivalents' document, as approved by management
		Fundamentals of Rigging and Lifting
#3	9 months	Must successfully complete and pass a competency exam administered by the department with a minimum score of 70%: Biosolids Land Application assessment Or Compost Process assessment
		Completion of a total of eighteen (18) accredited college hours or the equivalent based upon courses listed in the 'Approved Educational Equivalents' document, as approved by management
		Completion of W&S Leadership Training, not previously submitted, as approved by management

AT-28 | BIOSOLIDS LEAD

CLASS CODE: 7564

ESSENTIAL TASKS:

- Leads the operation of sludge hauling and land application or composting of biosolids
- Reviews the shift's transportation of sludge and land application or composting of biosolids and ensures proper staffing on assigned shift
- Determines when compost has met class "A" requirements and can be ready for distribution
- Maintains and updates the documentation of land application of composting of biosolids and the distribution of all class "A" compost in the data management system
- Maintains a supply of consumable parts for equipment used in the production of compost
- Coordinates subordinates and outside contractors in transportation and land application
- Researches, investigates, and writes equipment specifications for procurement
- Coordinates the crew's equipment preventative maintenance and repair program and other maintenance activities as required
- Leads employee general training programs for assigned crew
- Coordinates the cleanup efforts of crew members regarding the spill of biosolids

- Assists the supervisor in ensuring all employees complete various training requirements
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria:

- a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**
- b) Four (4) years' of progressively responsible experience relevant to the essential tasks in this job description

Knowledge of:

- Good knowledge of the proper land application and composting of biosolids
- Application of biosolids at the appropriate rate to meet the field's nutrition needs
- Good knowledge on the requirements to produce Class "A" compost
- The operation and scheduling of preventative maintenance of heavy equipment
- Good knowledge of the local, state, and federal regulations for hauling heavy loads on roads and highways
- Good knowledge of the hazards and applicable safety rules and regulations of equipment operation
- Good knowledge of federal and state regulations of transportation and land application of biosolids
- Good knowledge in the sampling and surveying of lagoons and drying beds

Ability to:

- Effectively communicate both verbally and in writing
- Gather, assimilate, and analyze data in the treatment of compost or land application of biosolids
- Efficiently utilize applicable software systems to organize and maintain records
- Utilize the highest level of interpersonal skill to understand, develop and motivate people at any level within or outside the organization

Skill in:

- Leadership and organizational skills, including effective decision making
- Personal computers, Microsoft programs, and operating systems
- Safe and defensive driving
- Transporting and operating heavy equipment in challenging spaces
- Project planning principles and techniques



BIOSOLIDS JOB FAMILY (MULTIPLE)

PAY GRADES: LT-17 TO AT-28 www.cityoftulsa.org/pay

EFFECTIVE DATE: 07/15/2026

Licenses and Certificates:

1. Possession of a Class "A" CDL license with tanker endorsement and fifth-wheel restriction removed; **and**
2. Possession of a Class "D" Wastewater Operator License as issued from the Department of Environmental Quality (DEQ) within six (6) months of date of hire; **and**
3. Possession of a Class "C" Wastewater Operator License as issued from the Department of Environmental Quality (DEQ) within eighteen (18) months of date of hire

AT-28 | BIOSOLIDS LEAD

CLASS CODE: 7564

Proficiency Requirements			
Proficiency	Time in Class	Training	Licenses & Certifications
#1	3 months	Completion of one (1) course credit from an internal City of Tulsa Development Training course(s), not previously submitted, as approved by management	
		Completes Manager Training Module 1	
#2	6 months	Completion of one (1) course credit from an internal City of Tulsa Development Training Course(s), not previously submitted, as approved by management	
		Completes OSHA 30 General Industry - 30 hour course	
		Completes Manager Training Module 2	
#3	9 months	Completion of two (2) course credits from an internal or external safety course(s), not previously submitted, as approved by management	
		Instructs a four (4) hour class, as approved by management	
		Obtains WPI's Biosolids Land Applier Class I license Or Obtains USCC's Certified Compost Operations Manager	
		Completes Manager Training Module 3	



**Treatment Plant Operator & Biosolids
Operator Family Approved Education
Equivalents**

EFFECTIVE DATE: 07/15/2026

The following courses are approved educational equivalents for only the City of Tulsa Water and Sewer Department Treatment Plant Operator & Biosolids Operator Family progression program educational requirements.

These courses are not accepted by the City of Tulsa as a substitution for the college education requirements listed in job descriptions outside of the TPO Job Family and Biosolids Operator Family progression programs and will not be considered as part of the certification process unless they are documented on an official transcript per City of Tulsa Policies and Procedures outlined in PPPM 100.

APPROVED COURSES: The tables below outline approved Sacramento State and American Water Works Association courses and their 'Educational Equivalent' value upon completion.

Wastewater Employee Only Courses			
Course Title	Manual Used	CEU's	Equivalent College Hours
<u>A - Safety, Beginning Treatment, and lagoon Systems, Vol 1</u>	Operation of Wastewater Treatment Plants, Vol 1, 8th ed.	4.0	1.33
<u>B - Secondary Treatment, Vol 1</u>	Operation of Wastewater Treatment Plants, Vol 1, 8th ed.	3.6	1.20
<u>C - Disinfection, Laboratory Procedures, and Math, Vol 1</u>	Operation of Wastewater Treatment Plants, Vol 1, 8th ed.	4.3	1.43
<u>A - Treatment Plants and Tertiary Treatment, Vol 2</u>	Operation of Wastewater Treatment Plants, Vol 2, 8th ed.	3.5	1.17
<u>B - Solids Management and Plant Maintenance, Vol 2</u>	Operation of Wastewater Treatment Plants, Vol 2, 8th ed.	4.0	1.33
<u>A - Treatment Plants, Effluent Discharge and Reuse, and Odor Control, Vol 3</u>	Operation of Wastewater Treatment Plants, Vol 3, 8th ed.	2.3	0.77
<u>B - Instrumentation and Utility Management, Vol 3</u>	Operation of Wastewater Treatment Plants, Vol 3, 8th ed.	3.5	1.17
<u>Operation and Maintenance of Wastewater Collection Systems, Vol 1, 8th ed.</u>	Operation and Maintenance of Wastewater Collection Systems, Vol 1, 8th ed.	9.0	3.00



**Treatment Plant Operator & Biosolids
Operator Family Approved Education
Equivalents**

EFFECTIVE DATE: 07/15/2026

<u>Operation and Maintenance of Wastewater Collection Systems, Vol 2, 8th ed.</u>	Operation and Maintenance of Wastewater Collection Systems, Vol 2, 8th ed.	6.4	2.13
Wastewater Employee Only Courses			
Course Title	Manual Used	CEU's	Equivalent College Hours
<u>A - Industrial Waste Treatment - Introduction, Safety, Waste Monitoring, and Preliminary Treatment Vol 1</u>	Industrial Waste Treatment Vol 1, 4th ed.	4.2	1.40
<u>B - Industrial Waste Treatment - Physical and Physical-Chemical Treatment and Treatment of Metal Wastestreams, Vol 1</u>	Industrial Waste Treatment Vol 1, 4th ed.	3.8	1.27
<u>C - Industrial Waste Treatment - Instrumentation and Control and Facility Maintenance, Vol 1</u>	Industrial Waste Treatment Vol 1, 4th ed.	3.3	1.10
<u>Math Applications in Wastewater Treatment</u>	Math Applications in Wastewater Treatment, 1st ed.	3.3	1.10

Water Employee Only Courses			
Course Title	Manual Used	CEU's	Equivalent College Hours
<u>Water Treatment Plant Operation, Vol 1, 7th ed.</u>	Water Treatment Plant Operation, Vol 1, 7th ed.	9.0	3.00
<u>Water Treatment Plant Operation, Vol 2, 7th ed.</u>	Water Treatment Plant Operation, Vol 2, 7th ed.	9.0	3.00
<u>Water Distribution System Operation and Maintenance, 7th ed.</u>	Water Distribution System Operation and Maintenance, 7th ed.	9.0	3.00
<u>Small Water System Operation and Maintenance, 6th ed.</u>	Small Water System Operation and Maintenance, 6th ed.	9.0	3.00
<u>Water Systems Operation and Maintenance Video Training Series</u>	Small Water Systems Video Information Series	3.0	1.00



**Treatment Plant Operator & Biosolids
Operator Family Approved Education
Equivalents**

EFFECTIVE DATE: 07/15/2026

Math Applications in Water Treatment	Math Applications in Water Treatment, 1st ed.	2.1	0.70
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Water Employee Only Courses			
Course Title	Manual Used	CEU's	Equivalent College Hours
Water Treatment Operator Level One	Water Treatment Operator Level One	6.0	2.00
Water Treatment Operator Level Two	Water Treatment Operator Level Two	6.0	2.00
Water Treatment Operator Level Three	Water Treatment Operator Level Three	6.0	2.00

Can be used by both Water and Wastewater Employees			
Course Title	Manual Used	CEU's	Equivalent College Hours
Management for Success: Effective Utility Leadership Practices	Management for Success: Effective Utility Leadership Practices, 1st ed.	3.5	1.17
OSHA 30 Training - General Industry	Variuos Vendors - OSHA 29 CFR 1910	3.0	1.00

COURSE WEBSITES:

- California State University of Sacramento:
<https://owp.csus.edu/operator-training/>
- American Water Works Association – Water Treatment Operator Courses:
<https://www.awwa.org/operators/#wto-courses>