

TOWN OF MANCHESTER
POSITION GUIDE

Title: Wastewater Treatment Plant Operator/Maintainer
Department: Water and Sewer - Wastewater Treatment Plant
Reports To: Wastewater Treatment Plant Superintendent

NATURE OF WORK

Performs skilled work in the operations, maintenance and repair of the Wastewater Treatment process and instrumentation, including, but not limited to, electric motors and controls, pumps, pipes, and valves of Wastewater Treatment Plant. Inspects and maintains pump stations.

ESSENTIAL FUNCTIONS

Operates pumps and equipment to move wastewater through treatment process.

Plans and organizes all aspects of assigned tasks.

Following established procedures, makes daily inspections of plant equipment and facilities.

Assumes responsibility as Operator in Responsible Charge as assigned or scheduled.

Makes plumbing, minor electrical and mechanical repairs to equipment as needed.

Coordinates the activity of other operators of equal or less license (classification) in performance of assigned tasks.

Removes and installs major equipment. Removes sludge.

Inspects pump station on a regular basis; performs necessary maintenance tasks.

Replaces and maintains chemical feed equipment.

Reads instrumentation meters and gauges and records readings daily.

Collects grab or composite samples for laboratory analysis.

Performs process control testing as scheduled. Makes adjustments to process units as required to maintain effluent standards.

Follows OSHA and other standard safety procedures and regulations.

OTHER FUNCTIONS

Performs general grounds and plant maintenance work. Operates and performs minor maintenance on equipment.

Performs troubleshooting of operational or maintenance problems.

Orders materials as directed or required. Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Wastewater Treatment Plant Operator/Maintainer (continued)

Ability to follow directions furnished in written, oral or diagrammatic form. Possession of mechanical aptitude.

Knowledge of basic principles of plumbing, electrical or mechanical repair.

Ability to perform mathematical computations of some complexity. Ability to work independently

Knowledge of personal computers and process control systems.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Must be mobile, able to perform simple manipulative skills and skills requiring gross body coordination, hand-eye coordination, and arm-hand steadiness. For example, sweeping, shifting gears on a vehicle, calibrating tools and equipment.

Must be able to sit or stand or remain in uncomfortable positions for long periods; may lift, push, pick up and/or carry objects or equipment weighing 50 to 150 pounds.

Must be able to see objects far away, close up, and discriminate colors. Able to hear normal sounds with some background noise, distinguish voice patterns, and communicate through human speech.

May be exposed to: hazardous waste materials; chemicals, toxins, cytotoxins or poisonous substances; blood, other body fluids and tissues; seasonal outdoor weather conditions; high, low and fluctuating temperatures; high humidity or wetness; loud or unpleasant noises; bodily injuries; electrical hazards; burns; electromagnetic exposure as in computer display screens. Must possess physical ability to utilize respirators as required by OSHA regulations.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school required. Completion of a vocational program in water, wastewater, plumbing, electrical or mechanical repair preferred. Two (2) years of experience in wastewater treatment plant operation preferred. Additional education or equivalent technical experience may be substituted for two years' experience.

Must hold a valid Commercial Driver's License with air brake endorsement or be able to obtain within 90 days of employment.

Possession of or ability to obtain within 18 months from initial date of employment a Class II Operator in Training Certification from State of Connecticut Department of Environmental Protection. Employees must obtain full Class II Wastewater Treatment Plant Operator Certification within 2 ½ years from initial date of employment. Those employees assigned to the operations section must obtain within 5 years from initial date of employment a Class III Wastewater Treatment Plant Operator Certification from the Department of Environmental Protection. The Town at its sole discretion may grant one 12-month extension to the licensing requirement for each of the licenses required. If said licenses are not obtained within stated time frame, the employee shall be terminated.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.