

## **POSITION DESCRIPTION**

Class Title: Treatment Plant Operator  
Department: Water or Wastewater Treatment  
Date: January 1, 2002

Job Code Number:

### **GENERAL PURPOSE**

Works under the general supervision of the Chief Operator or the Superintendent for the water or wastewater plant, or as directed by the Town Manager.

### **SUPERVISION RECEIVED**

When assigned the position of operator in charge on a specific day or shift, will directly supervise the work of all trainee's and temporary's assigned to work during that period. At all other times, will work independently or work as a member of a team.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains and repairs malfunctions at the water and/or wastewater plants; repairs gauges, pumps, filters and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical or biological characteristics of water and/or wastewater required in accordance with local, state and federal requirements; gathers and tests water or wastewater samples for plant efficiency reports as required.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Assures that plant operates within required standards.

Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.

Contains and disposes of hazardous wastes generated by the lab, water and/or wastewater sludge's, loads or removes by hand or with equipment as process requires.

Calibrates or repairs lab instrumentation and control equipment, recorders, flow meters and other water quality monitoring equipment not serviced by contract instrumentation personnel.

Operates and maintains pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.

Maintains the drawings and schematics of electrical and other systems in the treatment plant.

Monitors performance of electrical systems, circuits or equipment of the treatment plant.

Other duties may be assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

- A. Graduation from a high education or GED equivalent, and supplemented by two (2) years post-secondary college or technical training in biology, environmental science, chemistry, or a closely related field; and
- B. Two (2) years of experience in wastewater or water utility; or
- C. Any equivalent combination of education and experience.
- D. Education and experience requirements for each classification are set fourth in the Commonwealth of Virginia State Board for Certification of Operators of Water and Wastewater Works Regulations effective December 18, 1991, Statutes- Chapter 23, Title 54.1; and Chapter 1-3, Title 54.1 as amended.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- A. Working knowledge of equipment, facilities, materials, methods and procedures used in water and/or wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices.
- B. Skill in operation of the listed tools and equipment.
- C. Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

## **SPECIAL REQUIREMENTS**

Valid State driver's license; telephone required at their residence. Certification as a Water and/or Wastewater Treatment Plant Operator; valid treatment plant operator's license equal to or exceeding the class of the treatment works.

Upon employment at either facility and obtaining the required certification, the employee is required to cross-train in operations and maintenance of both facilities. (When assigned). This allows one to obtain certification as experience is gained.

Upon employment at either facility, a probationary period will be in effect for one (1) year, starting six (6) months before the first certification exams are given, except employees are not required to sit for a certification exam within the first six (6) months of employment. Failure to obtain certification during the probationary period will result in automatic dismissal from employment with the Town of Rural Retreat.

The employer will pay for schools attended as they are offered, or other training deemed necessary by the supervisor, along with certification fees, transportation, meals and lodging, as provided for in the Town's Personnel Ordinance.

**Class IV Operator.** The employer will pay for certification testing two (2) times during the first year of employment (the probationary period). Failure to obtain certification after the second test will result in automatic dismissal.

**Class III Operator.** The employee must obtain a Class III certification with two (2) years after his or her last certification. The employer will pay testing and schooling fees a maximum of two (2) times. If Class III certification is not obtained after the second attempt, the employee will be placed on probationary status for a period of six (6) months or until the next regular scheduled test, at which time he or she will be able to retake the Class III certification test at his or her own expense. If the employee succeeds in obtaining certification, he or she will be reimbursed for the test fee only. If the employee is not successful in obtaining Class III certification, he or she will be automatically dismissed the end of the probationary period.

**Class II Operator.** The employer will pay expenses a maximum of two (2) times toward Class II certification. If further testing is necessary, the employee must bear the expense for schooling and testing fees. The employee will be reimbursed only for the test, with results in obtaining certification.

**Class I Operator.** The employer will pay expenses a maximum of two (2) times toward Class I certification. If the employee desires to take additional tests at his or her own expense, he or she will be reimbursed only for the test resulting in his or her certification.

Employees may elect to bypass Class IV and apply for Class II as their first test. If this option is elected, the rules governing Class IV section concerning probation and dismissal

will apply. It would be to the employees' advantage to advance in classification as rapidly as possible.

## **TOOLS AND EQUIPMENT USED**

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk, talk or hear; sit; climb or balance; stoop, kneel, crouch or crawl; and smell. Ability to enter hatches as small as twenty (20) inches by twenty (20) inches for repairs or equipment checks.

The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderately loud outside the building and the loud inside.

## **SELECTION GUIDELINES**

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them for the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Approval Signatures:**

Town Manager \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and Approved by the Personnel Committee: Date: January 1, 2002

Committee Chairman \_\_\_\_\_