

JOB DESCRIPTION

POSITION: Wastewater OIT

SUPERVISOR: Chief Wastewater Operator

DEPARTMENT: Public Works

PAY RANGE: Based on Qualifications

CLASSIFICATION: Non-Exempt

DATE AMENDED: 06/17/2024

Summary: Under supervision of a Class I or higher, performs a wide variety of skilled technical duties to operate, maintain and repair the wastewater treatment facilities and systems, perform routine analysis and keep operational records.

Knowledge, Skills and Abilities:

- ❖ General knowledge of wastewater treatment equipment, facilities, materials, methods and procedures used in maintenance and operation activities.
- ❖ Knowledge of laboratory procedures and practices.
- ❖ Requires the ability to understand and act on oral and/or written instructions.
- ❖ Requires knowledge of safe construction and work standards.
- ❖ Requires passing a professionally administered pre-employment physical examination certifying ability to perform work-related tasks and duties. Hepatitis B series is also required.
- ❖ Ability to establish successful working relationships and work with angry or difficult customers.

Duties and Responsibilities:

- ❖ Assists with daily maintenance and operation of facilities, including the operation of the wastewater treatment system to meet local, State and Federal regulations
- ❖ Reports and is involved in repairs and monitoring of equipment, gauges, pumps and charts in the treatment facilities and lift stations and records statistical data concerning plant operations.
- ❖ Assists with collecting samples and identifying concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements. Begins to assist with laboratory functions in gathering and testing wastewater samples for plant efficiency reports as required and enters data in appropriate logbooks.
- ❖ Assists in the operation and maintenance of the sludge belt press.
- ❖ Notifies the Chief Operator of abnormalities in the performance of electrical systems, circuits or equipment of the treatment plant
- ❖ Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- ❖ Gains an understanding of the instrumentation and control equipment including recorders,

flow meters and other wastewater quality monitoring equipment and the computer software equipment required in the operation and monitoring of the facilities.

- ❖ Periodically cleans, paints, performs general housekeeping duties and makes minor repairs to the physical property of the plant assuring an appearance of a well-kept facility.
- ❖ Assists in keeping and maintaining all files, records and any information pertaining to the plant. Obtains, through Bureau of Public Health, the proper certifications required as an operator.
- ❖ Assists with after-hours emergency work and on-call duties and related work and duties as needed or assigned.
- ❖ Promotes an image of professional, courteous service as a representative of the Town and the Board.

Education:

- ❖ High School graduate or equivalent. First Aid, CPR training and computer skills are also desirable.

Special Requirements:

- ❖ Must be available for after-hours calls
- ❖ Town residency not required. However, must live within proximity to the Town in the event of an emergency.
- ❖ Must maintain a valid West Virginia Driver's license and obtain a CDL within one year of employment.
- ❖ Must obtain Class I Public Wastewater OIT within two years of employment.

Environmental Working Conditions: Employee spends a majority of work-shift using equipment and performing tasks requiring repeated bending, crouching, stooping, stretching, or crawling. Occasional activities require working from elevated workplaces. Daily operations require unaided lifting of objects weighing as much as twenty-five (25) pounds. Hazardous conditions encountered daily include constant danger from moving mechanical parts in wet, slippery and humid conditions. Employees work with chemicals that could be hazardous or dangerous if used in an unsafe manner. Occasional hazards encountered include tripping or slipping due to terrain, weather conditions or working at the source of supply. Possible hazards include contact with hazardous or toxic materials, fumes or airborne particles, risk of electrical shock, and vibration.