

JOB TITLE: Wastewater Operator

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Wastewater Supervisor

PRIMARY FUNCTIONS:

Performs a variety of essential duties in the operation of the wastewater plant and in maintaining a safe water supply. Also performs a variety of tasks as may be required for the operation of the wastewater treatment facility, wastewater collection system, spray irrigation facility and water distribution system.

REQUIRED EDUCATION/KNOWLEDGE:

Requires a high school diploma with some course work in biology and chemistry being helpful. Needs to be able to operate standard farm equipment and perform routine maintenance and minor mechanical repair. Should hold or be actively pursuing appropriate licensing requirements in both the fields of wastewater treatment and water while meeting temporary requirements and completing such requirements on a schedule as permitted by MDE. Attends appropriate in-service courses, as available, to remain certified.

Duties may include a variety of tasks involving the performance of physical labor. Employee must be aware of his/her personal physical capabilities and limitations including, but not limited to, all-weather outdoor activities, repetitious tasks and lifting of heavy objects. Employees are expected not to exceed their abilities or limitations.

DUTIES:

A. Wastewater

1. Monitors the operation of the Town's pumping stations and performs maintenance on pumps, cleaning of wet wells and minor repairs.
2. Obtains information regarding characteristics of wastewater to be treated.
3. Monitors the daily operation of the Manchester Spray Irrigation Facility.
4. Performs operational changes of the Wastewater Treatment Plant and Irrigation Facility as directed by the Wastewater Supervisor.
5. Performs scheduled testing (daily, weekly, monthly, annually) of wastewater for pH, D.O., BODs, TSS Sett., and any other tests related to the performance of the plant as necessary.
6. Advises the Wastewater Supervisor of inventory status and the need for supplies.

7. Works as an operator on a shift; may be required to perform weekend and/or holiday duty on a rotation basis.
8. Works on a 24-hour on-call status to handle emergencies regarding wastewater treatment, collection and water pumping and distribution.
9. Follows strict safety procedures while performing all duties and follows safety directions as established by the Town and the Director of Public Works.

B. Water

1. Monitors operating status of water pumping station and well sites, including daily flow monitoring and weekly well depths and spring overflow reporting.
2. Performs scheduled testing on water system when necessary.
3. Makes or assists in repairs to pumping or well equipment.
4. Makes or assists in repairs of water leaks, main breaks, etc.

C. General

1. Reads water meters for quarterly water billing periods.
2. Assists in plowing snow during inclement weather.
3. Assists in the periodic flushing of hydrants.
4. Performs maintenance on Department of Public Works sites and facilities as directed by the Director of Public Works including work done on an emergency basis.
5. Assists with various job duties in conjunction with the water department as deemed necessary by the Wastewater Supervisor.
6. Works a 40 hour work week with normal hours from 7:30 a.m. to 4:00 p.m. with an assigned 30-minute lunch break; may be, on occasion, required to perform weekend testing which time shall be adjusted in the following weekly schedule at the direction of the supervisor.
7. Performs other related duties as assigned by the Wastewater Supervisor or the Director of Public Works.

REVISED 6/10/02