

WASTEWATER TREATMENT PLANT OPERATOR/TRAINEE

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Under supervision of the WWTP Chief Operator, performs routine technical work in the operation and maintenance of wastewater treatment plant equipment and facilities and performs related work as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Makes regular and continuous tours of assigned processing areas monitoring the performance of operating equipment and effectiveness of treatment processes.
- Operates valves, pumps, gates, and other controls and equipment through various steps of processing and treatment.
- Routinely collects samples at prescribed stages and time intervals in the treatment cycle.
- Operates valves, pumps, gates, and other controls and equipment through various steps of processing and treatment.
- Operates mechanical equipment to transfer chemicals.
- Maintains proper levels in tanks; according to prescribed instruction, regulates the flow of wastewater treatment chemicals.
- Regulates the flow of wastewater treatment chemicals.
- Makes minor routine repairs and adjustments to equipment.
- Records observations in daily logs and transmits data, as appropriate, to supervisor.
- Performs and assures accomplishment of general housekeeping tasks.
- Maintains records and reports pertinent to assigned work and submits appropriate operational reports to supervisor including unusual activities or incidents requiring attention or corrective action.
- Ensures appropriate safety procedures are followed at all times.
- Ensures that adequate amounts and types of equipment, materials and chemicals are available for safe and efficient systems operations.
- Performs general clerical work as required.
- Ensures appropriate safety procedures are followed at all times.
- Prepares and maintains accurate and complete work records.
- Performs related tasks as assigned and/or required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of the functions and servicing requirements of mechanical equipment and machinery; general knowledge of the technical processes relating to wastewater treatment including some knowledge of chemistry; ability to inspect machinery and mechanical equipment and to detect flaws and defects in operation; ability to read meters and charts accurately and to maintain required operation records; ability to lift 70 pounds; ability to understand and follow oral and written instructions; ability to supervise the work of others; ability to maintain effective working relations with subordinates, co-workers, supervisors and the public; ability to work frequently scheduled overtime.

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

NECESSARY EDUCATION AND EXPERIENCE:

Graduation from high school and up to one year experience as a Wastewater Plant Operator or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS:

Possession of a current Virginia State Class IV Wastewater Works Operator's Certificate or the ability to obtain one within first year of employment is required; possession of a valid Virginia driver's license which is free of violations for a period of three years. Must be able to pass criminal background check and drug screening.