

# TOWN OF CHESTERTON

## Job Description Worksheet

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**Department:** Utilities

**Position Title:** WW Operator/Maintainer

**Grade/Level:** 5

**Supervised by whom:** Chief Operator

**Supervisory responsibilities:** None

Exempt     Non-Exempt     Full-time     Part-time

### **Job Summary:**

Under the close direction of the Chief Operator, performs day-to-day duties and responsibilities, including routine field analyses and sampling, to control flow and processing of wastewater, bio-solid and final effluent operations; monitor gauges, meters and control panels; perform routine preventative maintenance and repair tasks associated with the daily operation of a wastewater collection and treatment system; and perform duties under the immediate direction of the Chief Operator.

### **Knowledge:**

- Must possess knowledge of or the ability to learn theories and practices in the field of wastewater treatment systems.
- Must possess knowledge of and ability to effectively use computers, peripherals and software including, but not limited to: Microsoft Word and Excel.
- Must understand the importance of proper sampling techniques and representative sampling points.

### **Skills:**

- Ability to interpret laboratory data for operational process control.
- Ability to use instrumentation, test equipment, and meters for operations control.
- Ability to diagnose/trouble-shoot electrical & mechanical problems.

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### **Abilities/Talents:**

- Ability to help analyze options/alternatives and assist in making timely decisions so operations can proceed without unreasonable delays.
- Ability to perform arithmetical, algebraic and geometric calculations in standard practical wastewater applications.
- Ability to comprehend directions and be able to retain such directions pertaining to job safety rules and other job-related regulations to reduce injury to self and other persons.
- Ability to communicate clearly and effectively both orally and in writing.

### **Physical Characteristics:**

- Ability to lift or move 50 pounds in order to perform various duties.
- Ability to perform physical activities indoors and/or outdoors for eight (8) hour period or longer, if required.

### **Environmental factors:**

- Must work safely with hazardous chemicals and gases.
- Duties may consist of, but are not limited to, shoveling of sludge, digging out sewer lines, electrical/mechanical maintenance on pumps, general maintenance on the wastewater treatment plant, cleaning out manholes, threading and cutting pipe.

### **Credentials/Experience:**

- Min. of 2 yrs. Experience in wastewater or comparable suitable experience.
- Possess a valid Commercial Drivers' License or must attain CDL within six (6) months.

### **Essential Duties and Responsibilities:**

- Responds on occasion after normal working hours for plant, equipment emergencies, sewer repair call outs or any other emergency that might fall under the jurisdiction of Utilities Department; must perform rotating weekend on-call duties.
- Observes variations in operating conditions and interprets meter readings, gauge readings, and test results to determine processing requirements.
- Helps monitor the performance of all equipment, gauges, and charts in the wastewater treatment plant; operates valves and gates manually or by remote control; starts and

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stops pumps, engines, and generators to control and adjust flow and treatment processes.

- Helps troubleshoot facility problems and designs; assists in developing corrective measures or improvements.
- Maintains daily logs; records meter and gauge readings.
- Completes maintenance request forms and performs routine maintenance functions, as required.
- Participates in maintaining safety equipment and assists in safety program.
- Operates various pieces of construction-like equipment including vehicles weighing greater than or less 26,000pounds GVW, power tools and hand tools.
- Diagnose/trouble-shoot electrical & mechanical problems.
- Possesses electrical wiring/mechanical experience.
- Drives to various remote sites for inspection and maintenance services as needed.
- Participates in inventorying tools and supplies.
- Participates in maintaining all work area equipment in orderly and clean condition.
- All other duties assigned by the supervisor.

### **Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.