

Position Announcement

Position Title:

Chief Wastewater Treatment Plant Operator

Location:

Wastewater Treatment Plant

Description:

Serves as lead specialist; performs technical and administrative work managing the daily operation of the Town's municipal Wastewater Treatment Plant. Ensures safe and proper operation and maintenance of plant equipment. Ensures proper operation of the plant's certified bacteriological laboratory. Position provides public sanitation/hygiene; support for fire suppression; protects aquatic life, wildlife and livestock; prevents waterway contamination; and monitors nutrient reduction.

Qualifications:

Class I/II Wastewater Operator's License

Special Requirements:

Must be able to work some nights, weekends, and Holiday's as required.
Must possess a valid driver's license.

Starting Salary:

\$44,845-\$56,472

Negotiable depending on qualifications. Includes 100% Employer-Paid Health Insurance for Town of Crewe Employees and their family.

Closing Date:

Until Filled

Must Apply on Town Application which may be obtained from:

Town of Crewe Website:

www.townofcrewe.com

Email:

Tsisk@townofcrewe.com

Or Via USPS:

Town of Crewe
125 E Carolina Ave
Crewe, VA 23930

Applicants are to return completed application to Town Hall at the address above or to Tiffany Sisk Town Clerk via email tsisk@townofcrewe.com

The Town of Crewe is an Equal Opportunity Employer.



CHIEF WASTEWATER PLANT OPERATOR II/I

General Definition and Conditions of Work:

Serves as lead specialist; performs technical and administrative work managing the daily operation of the Town's municipal Wastewater Treatment Plant. Ensures safe and proper operation and maintenance of plant equipment. Ensures proper operation of the plant's certified bacteriological laboratory. Position provides public sanitation/hygiene; support for fire suppression; protects aquatic life, wildlife and livestock; prevents waterway contamination; and monitors nutrient reduction. Position must be able to work nights, holidays and weekends as required to direct emergency operations and ensure continuation of essential services. May be required to perform work in extreme weather and under emergency conditions.

This work can require the exertion of up to 50 pounds of force occasionally and a negligible amount of force occasionally to move objects; work requires reaching, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas using the spoken word and conveying detailed and/or important instructions to others accurately; hearing is required to receive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; working conditions in plant may expose the employee to hazardous and non-hazardous chemicals. Position has flexible hours so that all shifts may be covered; include some nights, weekends, and holidays as deemed necessary; may be on-call for emergencies.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions/Typical Tasks:

- Ensures the efficient daily operation of the Wastewater Treatment Plant;
- Pursues specialized training and education in the field of finished wastewater treatment operations;
- Performs lab testing as required by State Health Department Regulations and ensure the

- accurate posting of timely filing of reports required by the appropriate regulatory agencies;
- When available, pursues through examination the appropriate level of State Operator's License;
- Monitors treatment process and perform preventative maintenance;
- Collects samples and conduct lab analysis; document analysis/recordings;
- Makes chemical adjustments and calibrates equipment;
- Performs housekeeping duties of building and grounds, which include cutting grass, weed eating; hosing down shelves and bleaching clarifiers;
- Fills chemical feeders/hoppers; runs press;
- Adheres to Standard Operating Procedures and State/Federal Regulations;
- Reports all emergencies to the Town Manager as they occur;
- Makes small equipment repairs as necessary; makes electrical repairs, replacing motors; changes lighting mechanisms and wiring for receptacles;
- Packs, if needed, and delivers samples as required;
- Keeps log of regular testing as a preemptive measure;
- Makes chemical adjustments and calibrate equipment/meters;
- Performs housekeeping duties of building and grounds, which include cutting grass, and weed eating;
- Responds to complaints by trying to identify the issue;
- Oversees, directs, instructs and supervises wastewater operations; monitors and evaluates plant equipment and processes;
- Supervises, directs, counsels and guides personnel
- Serves as the primary contact for the Wastewater Treatment Plant;
- Ensures State and Federal compliance and coordinates with related agencies;
- If found to be out of compliance, completes additional paperwork and makes corrections;
- Prepares and submits monthly, quarterly, bi-monthly and annual VDH, EPA, and DEQ reports;
- Schedules and coordinates laboratory samples; orders chemicals, reagents and equipment, monitoring pricing and changes;
- Schedules personnel and prioritizes daily work assignments; oversees projects; reviews, adjusts and prepares timesheets;
- Analyzes, troubleshoots, and repairs equipment or process issues;
- Monitors calibrated water meters;
- Assists in long-range planning, daily scheduling and on-site supervision of projects;
- Assists with department budget; monitors expenditures assuring budget conformance; assists with department operating and capital budgets development;
- Supervises employee training; disciplines employees including oral and written reprimands and suspensions; interviews job candidates; hires employees; reviews employee performance and reclassification requests;
- Coordinates division operations with Town functions and government agencies; coordinates operations and ensures personnel, materials and equipment availability needed for projects and objectives;
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

Thorough knowledge of principles of wastewater treatment plant operations, maintenance, and repair; of regulatory requirements for wastewater treatment plants; and of occupational and safety precautions involved in plant operations; ability to prepare detailed reports and maintain records utilizing computers; attention to detail; understanding of mechanical equipment; and basic math skills;

ability to exercise sound judgment in emergencies; ability to establish and maintain effective working relationships with Town officials, other public officials, employees, contractors and the general public.

Education And Experience:

Any combination of education and experience equivalent to completion of high school or equivalent amount of training and experience. Requires a Class II or I Wastewater Operator's License.

Special Requirements:

Valid Virginia driver's license.

Classification:

Non-exempt