

## Position Announcement

**Position Title:**

Wastewater Treatment Plant Operator Class IV or Trainee

**Location:**

Wastewater Treatment Plant

**Description:**

Serves as a Trainee if needed. 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.

**Qualifications:**

Class 4 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:**

\$30,202-\$40,768

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](http://www.townofcrewe.com)

Email:

[Tsisk@townofcrewe.com](mailto: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](mailto:tsisk@townofcrewe.com)

The Town of Crewe is an Equal Opportunity Employer.



## WASTEWATER PLANT OPERATOR TRAINEE/IV

### **General Definition and Conditions of Work:**

Serves as a Trainee if needed. 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.

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 inventory, chemical, mechanical needs of the Wastewater Treatment Plant and provide accurate and timely information to the Wastewater Treatment Plant Supervisor/Operator in Charge for purchase/purchase orders;
- 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 Wastewater Treatment Plant; Supervisor/Operator in Charge and 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, weed eating;
- Responds to complaints by trying to identify the issue;
- 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 establish and maintain effective working relationships with co-workers, subordinates, and the general public; ability to prepare detailed reports and maintain records utilizing computers; attention to detail; understanding of mechanical equipment; and basic math skill.

**Education And Experience:**

Any combination of education and experience equivalent to completion of high school or equivalent amount of training and experience. Must obtain a Class IV Wastewater Operator's License within one year of the date of employment.

**Special Requirements:**

Valid Virginia driver's license.

**Classification:**

Non-exempt