**TOWN OF CLAREMONT**

**WASTEWATER TREATMENT PLANT MAINTENANCE POSITION**

**KNOWLEDGE, SKILLS AND ABILITIES**

The Maintenance Position employee must possess mechanical aptitude and the ability to solve problems intuitively. He should also be competent in basic mathematics.

Occasionally, the employee must work during emergencies. A heavy rainstorm, for example, may cause large amounts of wastewater to flow into sewers, exceeding the plant’s treatment capacity. Emergencies also can be caused by conditions inside the plant or pump station, such as air or oxygen deficiencies. To handle these conditions, the maintenance employee must be trained to make an emergency management response and use special safety equipment and procedures to protect public health and the facility. During these periods, the employee may work under extreme pressure to correct problems as quickly as possible. Because working conditions may be dangerous, the employee must be extremely cautious.

Interpersonal contacts are within and outside the department. Problems encountered are routine in nature. Work is performed outdoors where uncomfortable conditions may exist. The work involves moderate physical strain requiring strength and endurance. The maintenance employee is expected to perform other job-related tasks as assigned or required.

This position requires the following skills: general knowledge of the math and science applicable to wastewater treatment plant operation; the ability to accurately read meters and gauges; the ability to keep accurate records; a general knowledge of occupational hazards and necessary safety precautions associated with the work; the ability to read and interpret technical bulletins and schematics on equipment used in the utility system; the ability to follow complex oral and written instructions; the ability to plan and execute one’s own work referring new and/or unusual problems to the Water/Sewer Committee Chairman or Mayor. The position requires the ability to work cooperatively with others using tact and courtesy. The employee is required to possess a valid driver’s permit issued by the Commonwealth of Virginia and have personal transportation.

The work involves frequent walking, standing, sitting, crawling, stooping, climbing stairs, climbing ladders, and frequently the lifting of objects weighing 10-15 pounds, with occasional lifting of objects weighing in excess of 70 pounds. The employee is exposed to potentially minor injuries, and frequently to adverse weather conditions, including extremes in temperature, pollutants, and caustic chemicals.

**MAINTENANCE DUTIES:**

Make visual inspections of the main plant (walk around fence, listen for blower, observe for obvious leaks or problems) and pumping stations and perform required specific duties related to Bio-Microbics FAST, Circuit Boards and Pumps. See specific duties below:

* Test Sensaphone 1800 and P.S. Dialer (5 each) (weekly page 112 WWTP Dialer tab and page 8 P.S. Dialer tab)
* Attend scheduled Claremont Water and Wastewater Committee meeting when requested by Council or the Committee Chair.
* Respond to trouble calls and alarms at stations and main plant. Remote monitoring system- The Maintenance Employee’s phone number is on the top of the call list. The Operator is second on call list.
* Respond to service and complaint calls
* Troubleshoots residential complaints of service to determine responsibility for corrective action.
* Perform routine scheduled maintenance coordinated by the Water and Wastewater Committee including maintaining grounds inside the fence at the main sewer station and pump stations (e.g. weed whacking or spraying weed killer.)
* Clean and inspect screens on blower housing and vent openings, check and clean inlet filter.
* Monthly visual checks of the pump stations
* Routine maintenance on distribution system
* Change oil in dosing pumps, checking for water per pump maintenance schedule.
* Communicate to the town on the status of the treatment system and attend scheduled Claremont Water and Wastewater Committee meetings when requested by Council or Committee Chair

**SALARY**

The salary for this position, as described in Duties below, is $150.00 per month. For all Authorized Additional Hours, the employee shall receive compensation at the rate of $25 per hour in 30-minute increments. Additional hours must be authorized by the Water/Sewer Committee Chairperson or the Mayor.

**Contract**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to an open-ended contract for the Claremont Wastewater Treatment Plant Maintenance Position under the terms and salary listed in this document. I will abide by all Town employee policies and rules. This will be reviewed annually

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_