**TOWN OF CLAREMONT**

**WASTEWATER TREATMENT PLANT OPERATOR POSITION**

**KNOWLEDGE, SKILLS AND ABILITIES**

The Operator Position requires knowledge of the math and science applicable to wastewater treatment plant operation; the ability to accurately read meters and gauges, keep accurate records, to read and interpret technical bulletins and schematics, to plan and execute one’s own work, referring new and/or unusual problems to the mayor or water and wastewater committee; and the general knowledge of occupational hazards and necessary safety precautions associated with the work.

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 and ladders, and lifting objects weighing 10 – 15 pounds and occasional lifting objects of 70 pounds or more. The employee is exposed to potentially minor injuries, adverse weather including extremes in temperature, pollutants and caustic chemicals.

The wastewater operator shall have a **State Wastewater Works Operator’s License of CLASS IV** **or higher**.

The employee must also possess mechanical aptitude and the ability to solve problems intuitively, to apply data to formulas that determine treatment flows and concentrations. The employee must have some basic familiarity with computers in that data may be required to be recorded as well as some plant processes using computer controlled equipment and instrumentation.

The employee must work during emergencies. Severe weather may cause excess amounts of water to flow into the sewers, exceeding the plant’s treatment capacity. Other emergencies can occur within the plant or pump stations, which may require training, where pumps may fail or the blower may fail. Handling these conditions as well as others requires the employee to make emergency management responses and use special safety equipment and procedures to protect public health and the facility. Extreme caution must be taken while the employee is engaged in such intense pressure to correct problems as quickly as possible.

**OPERATOR DUTIES**

Make visual inspections of the main plant (walk around the fence, listen for blower operation, observe obvious leaks and noises, keep area neat and clean) and pump stations and perform required duties related to Bio-FAST equipment, circuit boards, and pumps including but not limited to:

* Clean and inspect screens on blower housing and vent opening
* Check and clean blower inlet filter
* Check and measure sludge depth in primary and secondary zones of reactor
* Visual and audio check of treatment chamber
* Change oil in Dosing pumps, checking for water per preventive maintenance guidelines
* Monthly visual checks of the pump stations
* Monthly checks of the treatment tanks for DO, pH, Sludge depth, etc.
* Routine maintenance on distribution system
* Complete proper paperwork for the health department
* Coordinate and execute inspections by health department
* 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
* Responds to trouble calls and alarms at stations and main plant if maintenance personnel is not available. Operations phone number is second on call list.

**SALARY**

The salary for this position as described above in Duties is $100.00 per month. Additional hours must be authorized by the Water and Wastewater Committee Chairperson or the Mayor at the rate of $25.00 per hour in 30-minute increments. Required duties should take approximately 9 hours per month.

**Contract**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to an open-ended contract for the Claremont Wastewater Treatment Plant Operator 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.

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Signature

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Date

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Mayor’s Signature

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Date