



TOWN OF TAPPAHANNOCK

Job Description

JOB TITLE: OPERATOR CLASS II, WASTEWATER TREATMENT PLANT
GRADE LEVEL: 8
FLSA: Nonexempt
DEPARTMENT: Water and Sewer
EFFECTIVE DATE: July 2022

MAJOR PURPOSE:

Under general supervision of the Director, Wastewater Plant, performs senior level/lead plant operator work assisting with the operation and maintenance of a .8 MGD state-of-the-art Wastewater Treatment Plant to protect receiving water sources utilizing biological nutrient removal, membrane filtration, carbon absorption, and ultra-violet disinfection treatment to protect receiving water sources.

ESSENTIAL JOB FUNCTIONS:

- Assists Director with all weekly, monthly, and yearly reports for Wastewater regulatory agencies.
- Ensures all permits required to keep the plant in compliance with applicable laws/regulations are completed and submitted on schedule.
- Monitors the operation of equipment/processes such as pumps, metering devices, electric control panels, bio-solids dewatering, chemical feed systems and gas compressors.
- Conducts preventative and corrective maintenance on all plant equipment, using and interpreting the Supervisory Control and Data Acquisition (SCADA) systems.
- Operates and regulates facilities to achieve required effluent water quality.
- Maintains Right-to-Know Center where all Material Safety Data (MSD) sheets are located.
- Maintains laboratory equipment and cleans all apparatus.
- Plans and schedules daily maintenance with appropriate supervisor.
- Acts as operator in charge in the absence of the Director and Supervisor.
- Provides complete and accurate information in preventative maintenance projects.
- Operates and regulates facilities and processes to achieve required water quality.
- Collects samples of wastewater and sludge at prescribed stages and time intervals.
- Manually handles chemicals for wastewater treatment.
- Performs basic tests, analyzes results, and recommends adjustments.
- Obtains, secures, and monitors pricing on materials and goods, ensures upkeep of inventory.
- Maintains a comprehensive, current knowledge of applicable laws/regulations.
- Maintains an awareness of new trends and advances in the profession.
- Prepares and maintains records of plant operations and submits reports such as equipment malfunctions, recommends corrective actions and equipment repair needs.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of the proper operation and maintenance of an a .8 MGD state-of-the-art Wastewater Treatment Plant.
- Knowledge of the properly handle chemicals for wastewater treatment.
- Knowledge of the operation of equipment/processes such as pumps, metering devices, electric control panel bio-solids dewatering, chemical feed systems and gas compressors.
- Ability to achieve required water quality.
- Ability to supervise the upkeep and maintenance of the plant facilities and grounds.
- Ability to conduct inspections and investigations to ensure compliance with laws and regulations.
- Ability to prepare and maintain inspection and investigation logs and reports.
- Ability to use and maintain testing and plant equipment.
- Ability to use and interpret data from the Supervisory Control and Date Acquisition (SCADA) systems.
- Ability to use Microsoft Word, Excel, and Outlook.
- Ability to complete and submit online reports to Wastewater regulatory agencies.
- Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS:

- Any combination of education, experience, and training equivalent to graduation from high school, plus Possession of a Class II Wastewater Operator’s License in the Commonwealth of Virginia.
- Experience with the Supervisory Control and Data Acquisition (SCADA) systems.

PREFERRED QUALIFICATIONS:

- Class I Wastewater Operator’s License in the Commonwealth of Virginia.

REQUIRED LICENSES/CERTIFICATES:

- Must possess either a Class II Wastewater Operator’s License in the Commonwealth of Virginia upon date of hire
- Possession of a valid Virginia Driver’s License

WORKING CONDITIONS:

- Work shifts may fluctuate as needs arise and will include day, evening, weekend, and holiday shifts.
- Work is both indoors and outdoors and may be exposed to noisy machinery, unpleasant odors, and potential hazards such as slippery walkways and dangerous gases.
- Involves considerable risks which require the use of strict safety precautions and procedures and/or use of specialized equipment.
- Able to climb, reach, and stoop. Physically active and out in the field
- Subject to call-in 24 hours a day when emergencies occur.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: _____ SIGNATURE OF TOWN MANAGER: _____