



## **TOWN OF CUMBERLAND JOB DESCRIPTION**

**POSITION:** Waste Water Treatment Operator

**DEPARTMENT:** Utilities Department

**DATE:** June 21, 2012

**SALARY RANGE:** Dependent upon Qualifications and Experience

### **GENERAL PURPOSE**

To perform a variety of skilled and semi-skilled technical and maintenance work in the operation, maintenance and repair of the wastewater treatment facilities and systems.

### **SUPERVISION RECEIVED**

Works under the supervision of the Water Treatment Plant Operator and the Director of Utilities.

### **SUPERVISION EXERCISED**

Utility employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **PLANT/MECHANICAL OPERATIONS**

- Monitors the performance of all equipment, gauges and charts in the treatment plant and pump stations.
- Records statistical data concerning plant operations.
- Maintains, operates, repairs and replaces equipment as necessary.
- Operates, maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters and other controls and equipment.
- Maintains, modifies or repairs instrumentation and control equipment including recorders, flowmeter and other water quality monitoring equipment.
- Operates and maintains sewage pump stations.
- Cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.

#### **LABORATORY OPERATIONS**

- Charts lab test results for trend analysis and maintains accurate records of analyses and test results.
- Evaluates data and writes reports as required.
- Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state, and federal requirements.
- Gathers and tests wastewater samples for plant efficiency reports as required in accordance with Local, State, and Federal requirements.
- Performs quality control tests on lab equipment and lab analyses.
- Evaluates procedures and results for accuracy and determines appropriate methods.

## GENERAL

- Assures that plant operates within required standards.
- May train other operators in acceptable lab methods and procedures to assure accuracy of test results.
- Maintains drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the treatment plant.
- Keep Director of Utilities informed of issues within the department.
- Performs other duties as directed or apparent; provides back-up to related positions.

## **ESSENTIAL SKILLS AND ABILITIES**

### COMMUNICATIONS:

- Must have the ability to actively listen to others and understanding to their needs and situations; ability to speak and write English clearly.
- Must be able to control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipients.
- Must have the ability to understand and carry out written and oral instructions.
- Must be able to read and understand laboratory tests conducted in a wastewater treatment facility.

### DECISION MAKING:

- Must act in a decisive manner, using good judgment.
- Must be able to assess problems and situations; able to anticipate needs and evaluate alternatives.
- Must be able to effectively interpret the policies and objectives of the department.

### INTERPERSONAL RELATIONSHIPS:

- Must strive to promote a cooperative atmosphere in the department; must have a positive attitude.
- Must have the ability to work safely.

### PROFESSIONAL ATTITUDE:

- Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence.
- Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

### QUALITY OF WORK:

- Must be able to produce quality, accurate work.
- Must be able to detect and correct errors.
- Must be able to utilize work time properly and productively.

### TECHNICAL KNOWLEDGE:

- Knowledge and training in biology, environmental science, chemistry, or a closely related field preferable.
- Experience in a wastewater utility preferable.
- Skill in the operation of a variety of lab equipment, generators, pumps, gauges, and other common tools preferable.
- Must have the ability to perform control calculations.

### PHYSICAL ABILITIES:

- Must have the ability to read and discern visual images on a variety of media.
- Must have the ability to operate computer equipment up to long periods of time.
- Must be able to use a shovel, various snow removal equipment, common hand and power tools, wrenches, detection devices, mobile radio, phone, calculator and a variety of lab equipment.