Town of Brookville

Job Description for Class II Wastewater Operator

- Full time (40 hours). 7:00 a.m.-3:30 p.m. (30-minute lunch) Monday -Friday and before Noon on Saturday and Sunday and Holidays.
- Operates and maintains wastewater treatment equipment, ensuring compliance with state and federal environmental protection limits.
- Detects and reports atypical conditions, such as: damaged, malfunctioning, and tampered gauges/meters, detecting and reporting leaks, high/low consumption, exposed wiring and other safety hazards.
- Conducts ongoing repairs to equipment, or shuts down equipment for more extensive maintenance and repair, activating alternate equipment as needed. Requests services of outside maintenance vendor for major repairs and overhauls.
- Activates pumps, valves, and other processing equipment to move wastewater through various treatment processes. Disposes of waste materials removed from wastewater in line with company procedures and government controls.
- Assists Lead Operator with emergency procedures in the event of overflow of wastewater. Follows safety protocol.
- Reads and interprets meters and gauges on central control panel, or at individual machines or stages in the treatment process.
- Prepares reports and maintains logs on meter readings, tests, chemical and equipment usage, and all other recordkeeping requirements; maintains various Company records and other reports as required by the state.
- Cleans and maintains treatment plant, pumping stations and wells; prepares and paints equipment, walls, and floors.
- Ensures regulatory compliance and adherence to Company policies and standards.
- Maintains a safe working environment and reports safety concerns to Supervisor and Director of Special Projects.
- Must work On-Call in rotation as scheduled; responds to emergency situations as required.
- As well as perform other job-related duties as assigned.

Additional Responsibilities:

- Completes facility and vehicle inspections, along with related follow-up.
- Assists with repairs of wastewater treatment plant equipment.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless utility service.
- Ensures that facilities and grounds are kept clean and orderly.
- Performs other related duties as assigned.

Additional Skills:

- Ability to read meters, charts and gauges and accurately maintain records of plant operations.
- Ability to read and comprehend written technical information and to communicate clearly and effectively, both verbally and in writing.
- Ability to review, classify, categorize, prioritize and/or analyze data.
- Ability to perform mathematical equations to determine chemical doses required for flow rates and proper treatment.
- Ability to establish and maintain effective working relationships with the general public, co-workers and regulatory agencies.
- Ability to follow verbal and written instructions.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tolls and/or materials used in performing essential functions.

Certifications/Licenses

Must maintain a valid driver's license.

First or Second-Class operator license preferred but not required.

Must attain Class II Operator license after 3 years of employment.