

**TOWN OF SCITUATE
POSITION DESCRIPTION**

**Position Title: WASTEWATER TREATMENT PLANT OPERATOR IN TRAINING
(OIT)**

Statement of Duties:

The purpose of this position is to perform skilled work in the operation and maintenance of the municipal wastewater treatment plant and collection system. The Wastewater OIT is responsible for improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs a variety of skilled and semi-skilled tasks which require the exercise of independent judgement and initiative while performing duties within established guidelines.

Supervision Received: Works under the general supervision of the Chief Wastewater Treatment Plant Operator, receiving instructions and direction regarding areas of assigned responsibility. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: None

Job Environment:

Work is performed indoors and outdoors at which time the employee may be exposed to weather extremes of hot and cold temperatures and inclement weather. The employee is required to traverse uneven terrains and is subject to the hazards associated with working around chemicals, contagious diseases and heavy equipment. The employee often works in confined spaces such as wet wells, manholes, etc. Work environment is loud and at times is very loud.

Regularly operates automobiles, light trucks, heavy equipment, hand/power/pneumatic tools, specialized pumping and treatment equipment, laboratory equipment, two-way radios, telephones, and standard office machines as needed.

Interacts frequently with other Town employees, state and federal officials, and vendors. Communication is generally in person and by phone and involves an information exchange dialogue.

Errors in judgement may impose undue and substantial expense recovering from errors, result in delays or loss of service, cause damage to buildings and/or equipment, injury to others, and legal ramifications.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not

exclude them from the position if the work is similar, related or a logical assignment to the position.)

Provides daily operation and maintenance of the wastewater treatment plant, pumping stations and collection system, including visual checks of equipment and inspection of motor control center and recording instrumentation to make sure all systems are operating normally; is responsible for process control adjustments to the plant process.

Obtains samples and performs lab work involving analysis and processing for the wastewater treatment plant on a daily, weekly and monthly basis.

Takes, records and interprets readings of instruments monitoring treatment process; maintains operational records.

Runs the belt press..

Responsible for maintaining inventory of chemicals & and supplies used at the wastewater treatment plant.

Maintains wastewater treatment plant and pumping station grounds.

Regularly cleans and flushes out the offline and online aeration tanks, grit tanks, digesters, clarifiers, etc.

Repairs, unclogs and replaces sewer lines and manholes throughout the Town.

Shares “Standby” duties (once appropriately licensed) with other operators to provide continuous coverage and to respond to treatment plant and pumping station alarms.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School graduation (a must).

College level work in chemistry, biology or mechanical or civil engineering (preferred).

Knowledge, Ability and Skill:

Knowledge: Working knowledge of wastewater treatment plant operations. Working knowledge of the general design and operation of a wastewater treatment plant. Working knowledge of the materials, occupational hazards and safety precautions of the trade. Working knowledge of state and federal pollution control regulations.

Ability: Ability to perform laboratory tests. Ability to carry out oral and written instructions. Ability to follow proper methods, procedures and safety precautions. Ability to acquire a MA Grade 3 Wastewater License within 6 months. Mechanical ability.

Skill: Skill in operating above mentioned equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort is generally required which involves frequent lifting of up to 30 pounds and occasionally lifting up to 100 pounds. Employee is required to drive heavy equipment for long periods of time during all types of weather conditions. While performing the functions of this job, the employee is required to stand, walk, talk, sit and hear for extended periods. Regularly required to use hands to finger, handle, feel objects, tools or controls; reaches with hands and arms, crawls and climbs. Vision and hearing must be at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)