

SEWER PLANT ASSISTANT OPERATOR

Town of Whitingham

Employee Name _____ Date _____

Department: Sewer Department
FLSA Status: Non-Exempt
Up to thirty (30) hours per week
Reports to: Selectboard and Sewer Plant Chief Operator

OBJECTIVE / PURPOSE:

The Sewer Plant Assistant Operator is responsible for performing a variety of operation and maintenance tasks at the Wastewater Treatment Facilities in Whitingham and Jacksonville and associated pumping station in accordance with the Whitingham Sewage Ordinance and the Town's Wastewater Operating Permit as issued by the Vermont Department of Environmental Conservation. This is a responsible position encompassing laboratory work, process control, operations and maintenance frequently involving outdoor work in varying and at times inclement weather and often requiring moderate physical effort. Work hours include weekends, holidays and emergency call-ins.

DUTIES AND RESPONSIBILITIES:

- Under the supervision of the Chief Operator monitor, inspect, test, perform routine maintenance on, troubleshoot problems with, and repair a wide range of plant equipment, including pumps, gates, valves, gauges, pipes, motors, electrical equipment, storage tanks, sewer pipes, and the like.
- Monitor and make necessary adjustments to all equipment related to the Pump Stations as allowed by State Licensing and instructed by Chief Operator.
- Performs indoor plant maintenance tasks including, but not limited to greasing equipment, painting and related general tasks.
- Assist with general building and grounds maintenance tasks, such as cleaning, mopping, painting, snow removal, lawn mowing, and with maintenance and repairs of general plant equipment such as pumps, etc.
- Maintain accurate records of all repairs and all routine maintenance tasks which occur in all facilities and pump stations and when called upon, submit maintenance and other reports for the Selectboard as directed by Chief Operator.
- Provide/file reports of activities as directed by Chief Operator.
- Knowledge and use of all safety measures is required.

- Collect samples for laboratory analyses and conduct analyses; calibrate lab equipment, prepare chemicals, run tests, perform various calculations, prepare monthly/ weekly/daily records (as required) and record the results, and the like.
- Maintain a sample test log for each plant.
- Take readings from charts and gauges, control flow valves and gauges, and maintain all necessary written records on plant operations as directed by Chief Operator. Perform routine math functions and calculations.
- Perform inspections, maintenance and/or repairs of pumping station, sewer mains, manholes and stubs under the supervision of Chief Operator.
- Assist with construction projects and handling of emergencies.
- Keep up to date on relevant technical developments and regulations, and all current plant operating procedures.
- Complete minimum training hours as set forth by the State to maintain Vermont Pollution Abatement Facility Operator Certification.
- Performs other duties as assigned by the Selectboard or Chief Operator.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must apply for Vermont Provisional License followed by appropriate instruction to obtain a Vermont Grade 1 or 2 Pollution Abatement Facility Operator Certification within two years from hiring date.
- Ability to receive constructive criticism
- Ability to respond to the public with courtesy and professionalism. The Sewer Plant Assistant Operator shall be courteous and respectful toward members of the public at all times and show respect for residents' concerns as well as their private property.
- Ability to recognize maintenance and repair problems which could cause major costs later if not repaired.
- Good mechanical skills, with experience in operation, maintenance and repair of pumps, electrical and plumbing systems.
- Good basic reading and writing. Solid math skills. Basic understanding of chemistry. Experience reading blueprints and written instruction manuals desirable. Mechanical aptitude.
- Ability to respond on a 24-hour basis when contacted.
- Physical strength and agility sufficient to perform strenuous laboring tasks under various conditions (ex. the ability to carry and change pumps or motors weighing up to 120 lbs.). Must be able to stand on feet for extended periods of time (8 hours), must be able to lift at least 50 lbs. repeatedly for extended periods of time (8 hours).
- Must be available to work weekends, and holidays when needed.
- On call availability 24/7 during emergencies.
- Must have valid driver's license.
- Must be able to work as part of a team to accomplish tasks in a timely and efficient manner as required by the Selectboard and/or Chief Operator.

- Must be able to establish and maintain effective working relationships with co-workers, other departments, sub-contractors and the public.
- Knowledge in the proper care and use of various tools and equipment.
- Awareness of occupational hazards, hazardous materials, and safety precautions associated with sewer plant maintenance and repair projects, equipment maintenance and repairs and knowledge of acceptable relevant work zone safety practices.

TOOLS / TECHNOLOGY:

- Must be able to safely operate the plant machinery and associated equipment as well as power and hand tools.
- Must be able to safely maintain such equipment.
- Working knowledge of basic computer applications (word processing, spreadsheets, data base, email, etc.)

PHYSICAL AND MENTAL DEMANDS:

- Must be able to work long hours on a regular basis.
- Must be able to easily lift at least 50 pounds repeatedly.
- Requires dexterity to safely operate manual and power tools.
- Requires frequent bending and stooping; work on uneven ground.
- Requires use of both feet for repetitive movements such as operating foot controls.
- Requires use of both hands for repetitive movements such as grasping of hand controls, handles, tools, etc.
- May require squatting, crawling, climbing stairs/ladders, reaching above shoulder level, crouching, kneeling and balancing.

WORK ENVIRONMENT / CONDITIONS:

- Duties are primarily indoors but require the ability to endure exposure to extreme weather conditions for periods of time that last several hours per day.
- Duties entail intrinsic exposure to roadside danger.
- Exposure to moving equipment and machinery.
- Exposure to feces, dust, fumes, gases and heights.

TERMS OF EMPLOYMENT:

1. Hourly position.
2. Benefits **may** include medical insurance, retirement; paid holidays, vacation, sick leave and personal leave time. For complete information regarding benefits please inquire with the bookkeeper/payroll clerk.

3. The wages for this position are commensurate with experience and set by the Selectboard.
4. The Town of Whitingham is an Equal Employment Opportunity employer.

DISCLAIMERS:

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

I have received and understand the requirements, essential functions, and duties of this position:

Employee Signature

Date