WASTEWATER TREATMENT PLANT SENIOR OPERATOR

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Under supervision of the WWTP Chief Operator, performs routine technical work in the operation and maintenance of wastewater treatment plant equipment and facilities and performs related work as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Makes regular and continuous tours of assigned processing areas monitoring the performance of operating equipment and effectiveness of treatment processes.
- Operates valves, pumps, gates, and other controls and equipment through various steps of processing and treatment.
- Routinely collects samples at prescribed stages and time intervals in the treatment cycle
- Checks for residual chlorine.
- Maintains proper levels in tanks; according to prescribed instruction, regulates the flow of wastewater treatment chemicals.
- Makes minor routine repairs and adjustments to equipment.
- Monitors and records readings from meters, gauges and instruments.
- Records observations in daily logs and transmits data, as appropriate, to supervisor.
- Performs and assures accomplishment of general housekeeping tasks.
- Maintains records and reports pertinent to assigned work and submits appropriate operational reports to supervisor including unusual activities or incidents requiring attention or corrective action.
- Ensures appropriate safety procedures are followed at all times.
- Ensures that adequate amounts and types of equipment, materials and chemicals are available for safe and efficient systems operations.
- Inspects equipment and processes to determine efficiency of operations, maintenance requirements, and cleanliness.
- Regulates and adjusts motors, pumps, blowers, valves and other apparatus to meet changing operating conditions.
- Performs general clerical work as required, including preparing records and reports, completing forms, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.
- Ensures appropriate safety procedures are followed at all times.
- Prepares and maintains accurate and complete work records.
- Processes purchase orders.
- Performs related tasks as assigned and/or required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the operating characteristics and maintenance requirements of a wastewater treatment plant; general knowledge of the hydraulic, chemical and mechanical principles pertinent to wastewater treatment plant operations; thorough knowledge of the

occupational hazards of the work and the necessary precautions; ability to inspect machinery and mechanical equipment and to detect flaws and defects in operation; ability to lift 70 pounds; ability to understand and follow oral and written instructions; ability to supervise the work of others; ability to maintain effective working relations with subordinates, co-workers, supervisors and the public; ability to work frequently scheduled overtime.

NECESSARY EDUCATION AND EXPERIENCE:

Graduation from high school and one year experience as a Wastewater Plant Operator or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS:

Possession of a current Virginia State Class IV Wastewater Works Operator's Certificate; possession of a valid Virginia driver's license which is free of violations for a period of three years. Must be able to pass criminal background check and drug screening.