



## Northumberland County Employment Notice

Northumberland County is seeking an individual to fill a newly created position to work in the County's Sanitary District Waste Water Treatment Operation. This is a full-time position with benefits for a skilled mechanic who can work independently in the operation, maintenance and repair of the Sanitary District's wastewater mechanical systems. Must be able to diagnose problems and perform repairs to pumps, valves, generators, alarms, control systems and associated equipment. Also performs laboratory testing and reporting. This position will be working outdoors in all weather conditions and indoors in lift stations and treatment plants. Must be able to climb up and down ladders into wells and manholes, lift 50-75 pounds, ability to operate powered and machine shop tools, and operate heavy equipment such as a backhoe. The successful candidate should possess knowledge and experience in the fields of mechanical maintenance, plumbing and basic electrical work, supplemented by technical training in a related field; or any equivalent combination of training and experience providing the required skills and abilities. The position requires a high school diploma or the equivalent, a valid driver's license, knowledge of the mechanical systems, ability to work independently and a person who can work well with the public. Individual must become a certified wastewater treatment operator after the first year of employment if not already certified. Salary will depend upon experience and qualifications. This full-time position offers benefits, health insurance, and a retirement plan. For a full job description and an application, visit [www.co.northumberland.va.us](http://www.co.northumberland.va.us). Applications are due by June 10, 2016 at 5:00 p.m. For information or to submit your application, contact E. Luttrell Tadlock, County Administrator, Northumberland County, P.O. Box 129, Heathsville, VA 22473; or 804-580-7666 (voice); or email [ltadlock@co.northumberland.va.us](mailto:ltadlock@co.northumberland.va.us).

# NORTHUMBERLAND COUNTY JOB DESCRIPTION WASTEWATER OPERATOR

## POSITION DESCRIPTION

Under the general direction of the Sanitary District Supervisor, conduct daily operation and maintenance of the Reedville Wastewater Treatment Plant, Callao Wastewater Treatment Plant, YMCA lagoon, and the Middle/High School Wastewater Treatment Plant; and perform related work as assigned.

## EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Ability to diagnose problems and perform maintenance and repairs to pumps, valves, generators, alarms, control systems, and associated equipment.
- Perform laboratory testing and reporting.
- Assist with a wide variety of reports; help maintain files and records on plant operations.
- Work with the Department of Environmental Quality to ensure that the wastewater treatment plant meets all Federal and State requirements.
- Respond effectively to public inquiries.
- Responds to emergency situations at the plant.
- Perform other related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Operating principles of valves, pumps and motors.
- Mechanical maintenance, plumbing, and basic electrical work, supplemented by technical training in related field; or any equivalent combination of training experience.

### Ability to:

- Be highly organized and able to meet multiple deadlines.
- Diagnose operating problems and direct effective correction procedures.
- Prepare required reports and maintain complete record keeping procedures.
- Work outdoors in all weather conditions and indoors in lift stations and treatment plants.
- Must be able to climb up and down ladders into wells and manholes, lift 50-75 pounds, ability to operate powered and machine shop tools, and operate heavy equipment such as a backhoe.
- Communicate clearly and concisely, both orally and in writing.
- Work well independently and with the public.

- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use a personal computer including word processing and spreadsheet applications.
- Work in a wastewater treatment environment; exposure to noise, dust, grease, smoke, fumes, gases, and potentially hazardous chemicals; work in or with wastewater; ability to work outside in varying weather conditions as well as indoors.

Education and Experience:

A high school diploma or equivalent is required

Necessary Special Requirements:

Possession of a valid Virginia Driver 's License as required for plant operation functions.

Individual must become a certified wastewater treatment operator after the first year of employment if not already certified.

RESIDENCY REQUIREMENT

All Wastewater Treatment Plant employees shall be expected, within six months of hire, to establish residence within a 30 to 45-minute notification to respond zone.